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Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

About Info Source

Info Source: Sources of Federal Government Information will make it fast and easy for you to find out about the Government of Canada, its organization and its information holdings. It will help you determine where you should go, write or call to make government enquiries, and is likely to be the first and only step you'll need to take to locate the source of the information you want.

This book is also the key to learning how to exercise your rights under two Canadian laws - the *Access to Information Act* and the *Privacy Act*. This Introduction tells you what you need to know to request information under those legislations.

First, however, it is helpful for you to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information contained under each *Act* is different and there are different procedures to obtain it. The following pages describe the essential details.

Info Source combines and replaces the **Access Register** and the **Index to Personal Information**, two publications you might have seen or used before.

The annual edition of **Info Source** is complemented by **bulletins,** including the **Directory of Federal Government Enquiry Points.**

Inside Info Source

This **Info Source** book has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food or Department of Health.

Introduction

The Introduction includes:

- information about the terms used throughout the book, some essential points about the *Access to Information Act* and the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under either *Act*;
- a listing of Access to Information and Privacy Coordinators, which is organized in the same order as the Table of Contents, gives you the address and telephone number of all Access to Information and Privacy offices; and
- the description of the Standard Program Records — see definition under "Useful Terms" below.

Chapters

There is one chapter for each federal government department or agency subject to the *Access to Information Act* and the *Privacy Act*, or to the *Privacy Act* only.

Except for the institutions subject to the *Privacy Act* only, each chapter contains:

General Information about the institution, including:

- Background
- Responsibilities
- Legislation
- Organization

Information Holdings including:

- Program Records
- Standard Program Records
- Personal Information Banks
- Classes of Personal Information
- Manuals

Additional Information including:

- Address of a central information source, as well as regional addresses, if any
- Reading Room(s)

Useful terms

Access to Information and Privacy Coordinator Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinators' offices are staffed by people who can answer questions and help you identify the records you wish to see. The Coordinators may be contacted in person, by telephone or by letter. If you send a letter, include as much information as you can to help the staff locate the records you want and send you a reply as soon as possible.

Bank Number (See "Program Record Number or Bank Number" below.)

Classes of Personal Information Other personal information not used administratively or not retrievable by personal identifier, for instance unsolicited opinions, complaints or correspondence, is described under "Classes of Personal Information". This category was included to ensure that government departments and agencies account for all personal information which they hold.

Manuals The manuals listed under this title contain the directives, instructions, guidelines or procedures which are used by the employees of a department or agency to carry out its operations, activities or programs.

Personal Information Banks Personal Information Banks provide a summary of the type of information about individuals which is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information which has been or is being used, or is available for use for an administrative purpose.

Personal Information Banks - Federal Employees The Personal Information Banks for Government of Canada employees are now described in a separate publication, **Info Source: Sources of Federal Employee Information.** This book is available in the office of the Access to Information and Privacy Coordinator at each federal government department or agency, federal government personnel offices and federal libraries.

Program Records The Program Records provide pointers to program information held by each federal government department or agency and describe the subject areas covered by these programs.

Program Record Number or Bank Number The Program Record Number or Bank Number you see at the end of each Program Record or Personal Information Bank helps the Access to Information and Privacy office to locate the information you require.

Reading Room The *Access to Information Act* requires all government institutions to provide facilities where their manuals can be inspected. The location of one or more reading rooms is provided under this heading.

Standard Program Records Many departments and agencies use Standard Program Records to list information on administrative subject areas which are common to many institutions, for example Accounts and Accounting, Budgets, Buildings, etc.

Access to Information Act

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to federal government records that are not of a personal nature. The *Act* complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Wide range of information You can ask for information, no matter what form it is in, including letters, memos, reports, photographs, films, microfilms and computerized data. This **Info Source** book has been designed to help you pinpoint the department or agency where the information is held and assists you in obtaining it.

Using the Access to Information Act

Some information may be exempt or excluded under the *Act*.

- **Exemptions:** Exemptions protect certain types of information that could cause harm if released. For example, some information on national security, law enforcement or trade secrets falls into this category.
- **Exclusions:** The *Access to Information Act* does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents.

- **Note:** Of course, the *Act* cannot give you access to records that are not controlled by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments each have legislation similar to the *Access to Information Act*. Consult the provincial government listings in the blue pages of your local teleph0one book.

How to apply

Once you have decided to make a formal request under the *Access to Information Act*, there are certain simple procedures to follow:

- Consult **Info Source** to find the appropriate department or agency.
- Obtain an **Access to Information Request Form** from any location where **Info Source** is available (including the Internet - http://www.tbs-sct.gc.ca/gos-sog/infosource/Info_6/Request-Frms_e.html).
- If it is not convenient for you to fill in a form, you may send a letter, mentioning the *Act* (see details below).
- Enclose the application fee (see details below).
- **Send the form or the letter to the Access to Information Coordinator at the appropriate department or agency.**

If you decide to submit a letter, you must state clearly that you are requesting information under the *Access to Information Act*, and include the following:

- name of the government department or agency you believe has the information you want;
- description (be as specific as possible) of the records you want to see;
- preferred method of seeing the records (e.g. do you want to receive photocopies of the original documents or see the originals in the government office where they are located?);

- your name, street, address, city or town, province or territory, postal code, telephone number(s) and your signature;
- date of your request;
- application fee.

Fees and costs An application fee of $5 (subject to change) applies and additional costs may be charged for each request. You will be notified in advance if there are additional costs and you may be asked to make a deposit. Cheques and money orders are payable to the Receiver General of Canada (unless otherwise stated).

Turnaround time Government departments must acknowledge your request within 30 days under the *Access to Information Act*. However, in special cases, they may need more time to process your request. If you feel it's taking too long, you can complain to the Information Commissioner.

Information Commissioner

The Information Commissioner investigates formal complaints from members of the public arising from the *Access to Information Act*. If you have a complaint about the denial of access to information, fees charged for access, the time taken to respond to requests, refusal to give access in the official language requested, **Info Source** publications and other matters that relate to requesting or obtaining access to records, you may contact:

Office of the Information Commissioner
Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario K1A 1H3

General Enquiries . . . . . .(613) 995-2410
Toll-free 1-800-267-0441
TTY . . . . . .(613) 992-9190
Fax . . . . . .(613) 995-1501

Internet Site . . . . . .http://infoweb.magi.com/~accessca/index.html

When the Information Commissioner's investigation is complete, an individual who is of the opinion that they have not been given access to all information which they are entitled to receive has the right to apply to the Federal Court - Trial Division for a review of the matter.

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information available when you ask Because much of your personal information is available to you informally at your request, this **Info Source** book has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

Types of personal information held You probably already know about many of the programs and operations of the government that use personal information such as income tax at Revenue Canada, citizenship at Citizenship and Immigration Canada and the Employment Insurance program at Human Resources Development Canada.

Note The *Privacy Act* does not control nor give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book.

Some personal information is confidential The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Internet - http://www.tbs-sct.gc.ca/gos-sog/infosource/Info_6/Request-Frms_e.html).
- Fill out the form and identify yourself in such a way that the government can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- **Send the form to the Privacy Coordinator of the appropriate department or agency.**
- There is no charge to apply for information under the *Privacy Act*.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The *Act* states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to see your personal information.

When the Privacy Commissioner's investigation is complete, an individual who is of the opinion that they have not been given access to all of their personal information which they are entitled has the right to apply to the Federal Court - Trial Division for a review of the matter.

You can write or call the Privacy Commissioner's office at:

Office of the Privacy Commissioner
Place de Ville, Tower B
112 Kent Street, 3rd Floor
Ottawa, Ontario K1A 1H3

General Enquiries .....(613) 995-2410
Toll-free.....1-800-267-0441
TTY .....(613) 992-9190
Fax.....(613) 947-6850

Internet Site .....http://www.privcom.gc.ca

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter of the department or agency you think has the information, and check the Program Records and the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

For persons with disabilities Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

Where to obtain Info Source

For more information about **Info Source**, the *Access to Information Act* or the *Privacy Act*, you may contact (please see note below):

Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario K1A 0R5

General Enquiries . . . . . (613) 957-2400
TTY . . . . . (613) 957-9090
Fax . . . . . (613) 952-3658
Publications . . . . . (613) 995-2855
Library . . . . . (613) 996-5494

Internet Site . . . . . http://www.tbs-sct.gc.ca
E-mail . . . . . comment@tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or a brochure on the *Access to Information Act* or the *Privacy Act*, please contact:

Treasury Board Distribution Centre
300 Laurier Avenue
Ottawa, Ontario K1A 0R5

Telephone (613) 995-2855
Fax (613) 996-0518
E-mail services-publications@fin.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information,** please contact:

Canada Communication Group
45 Sacré-Coeur Boulevard
Hull, Quebec K1A 0S9

Telephone . . . . . .(819) 779-4343
Toll-free 1-888-566-6660
Fax . . . . . .(819) 779-2525

Internet Site . . . . . .http://www.ccgsjc.com
E-mail . . . . . .info@ccgsjc.com

Info Source is also available on the Internet at:

(government) .....http://publiservice.cio-dpi.gc.ca/ip/infosource
(non-government) .....http://www.cio-dpi.gc.ca/ip/infosource

Note: *Access to information Act* and *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

Access to Information and Privacy Coordinators

Agricultural Products Board
see Agriculture and Agri-Food Canada

Agricultural Stabilization Board
see Agriculture and Agri-Food Canada

Agriculture and Agri-Food Canada
Victor Desroches
Sir John Carling Building
930 Carling Avenue, Room 841
Ottawa, Ontario K1A 0C5

Tel: (613) 759-6765
Fax: (613) 759-6547

Atlantic Canada Opportunities Agency
Claudia Gaudet
Blue Cross Centre
644 Main Street, 3rd Floor
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8

Tel: (506) 851-3845 /
1-800-561-7862
Fax: (506) 851-7403

Atlantic Pilotage Authority Canada
Peter MacArthur
Purdy's Wharf, Tower 1
1959 Upper Water Street,
Suite 1402
Halifax, Nova Scotia B3J 3N2

Tel: (902) 426-2550
Fax: (902) 426-4004

Atomic Energy Control Board
Bernard Beaudin
280 Slater Street
P.O. Box 1046, Station B
Ottawa, Ontario K1P 5S9

Tel: (613) 947-2977
Fax: (613) 995-5086

Bank of Canada
Ted Requard
234 Wellington Street, 2nd Floor
Ottawa, Ontario K1A 0G9

Tel: (613) 782-8537
Fax: (613) 782-8222

British Columbia Treaty Commission
Chief Commissioner
1155 West Pender Street,
Suite 203
Vancouver, British Columbia
V6E 2P4

Tel: (604) 482-9200
Fax: (604) 482-9222

Business Development Bank of Canada
Robert D. Annett
5 Place Ville Marie, Suite 300
Montréal, Quebec H3B 5E7

Tel: (514) 283-3554
Fax: (514) 283-9731

Canada Council for the Arts
Irène Boilard
350 Albert Street, 9th Floor
P.O. Box 1047
Ottawa, Ontario K1P 5V8

Tel: (613) 566-4414 Ext: 4261
Fax: (613) 566-4411

Canada Customs and Revenue Agency
Suzanne Lafrance
Albion Tower
25 Nicholas Street, 11th Floor
Ottawa, Ontario K1A 0L5

Tel: (613) 957-8819
Fax: (613) 941-9395

Canada Deposit Insurance Corporation
Claudia Morrow
50 O'Connor Street, 17th Floor
Ottawa, Ontario K1P 5W5

Tel: (613) 947-0268
Fax: (613) 996-6095

Canada Economic Development for Quebec Regions
Joane Simon
800 Victoria Square,
Tour de la Bourse
Suite 3800, P.O. Box 247
Montréal, Quebec H4Z 1E8

Tel: (514) 283-8418
Fax: (514) 283-9679

Canada Industrial Relations Board
Ruth Smith
C.D. Howe Bldg., West Tower
240 Sparks Street, 4th Floor
Ottawa, Ontario K1A 0X8

Tel: (613) 947-5441
Fax: (613) 947-5407

Canada Information Office
Marlene Fournier
155 Queen Street, 5th Floor
Ottawa, Ontario K1P 6L1

Tel: (613) 992-1692
Fax: (613) 992-8350

Canada Lands Company Limited
see Public Works and Government Services Canada

Canada Mortgage and Housing Corporation
Doug Tyler
700 Montreal Road, Room C2-218A
Ottawa, Ontario K1A 0P7

Tel: (613) 748-2892
Fax: (613) 748-4098

Canada-Newfoundland Offshore Petroleum Board
Jim Doyle
TD Place
140 Water Street, 5th Floor
St. John's, Newfoundland
A1C 6H6

Tel: (709) 778-1464
Fax: (709) 778-1473

Canada-Nova Scotia Offshore Petroleum Board
Michael S. McPhee
TD Centre
1791 Barrington Street, 6th Floor
Halifax, Nova Scotia B3J 3K9

Tel: (902) 422-5588
Fax: (902) 422-1799

Canada Post Corporation
Richard A. Sharp
2701 Riverside Drive,
Suite N0643
Ottawa, Ontario K1A 0B1

Tel: (613) 734-6871
Fax: (613) 734-7329

Canadian Advisory Council on the Status of Women
see Status of Women Canada

Canadian Artists and Producers Professional Relations Tribunal
Josée Dubois
240 Sparks St.
8th Floor West
Ottawa, Ontario K1A 1A1

Tel: (613) 996-4052
Fax: (613) 947-4125

Canadian Centre for Management Development
Lisa Robinson
de LaSalle Academy
373 Sussex Drive, Room B-319
Ottawa, Ontario K1N 8V4

Tel: (613) 996-1363
Fax: (613) 943-5600

Canadian Centre for Occupational Health and Safety
Bonnie Easterbrook
250 Main Street East
Hamilton, Ontario L8N 1H6

Tel: (905) 572-2981 Ext: 4401
Fax: (905) 572-2206

Canadian Commercial Corporation
Sharon M. Fleming
50 O'Connor Street, 11th Floor
Ottawa, Ontario K1A 0S6

Tel: (613) 943-0953
Fax: (613) 995-2121

Canadian Cultural Property Export Review Board
David A. Walden
15 Eddy Street, 3rd Floor
Hull, Quebec K1A 0M5

Tel: (819) 997-7761
Fax: (819) 997-7757

Canadian Dairy Commission
Shelley Crabtree
1525 Carling Avenue, Suite 300
Ottawa, Ontario K1A 0Z2

Tel: (613) 792-2035
Fax: (613) 998-4492

Canadian Environmental Assessment Agency
Suzanne Latour
200 Sacré-Coeur Boulevard,
13th Floor
Hull, Quebec K1A 0H3

Tel: (819) 953-5537
Fax: (819) 994-1469

Canadian Film Development Corporation
John P. Pelletier
2 Bloor Street West, 22nd Floor
Toronto, Ontario M4W 3E2

Tel: (416) 973-6436 Ext: 2510
Fax: (416) 973-2826

Canadian Food Inspection Agency
Reg Gatenby
Camelot Court, Room: 2375E
59 Camelot Dr
Nepean, Ontario K1A 0Y9

Tel: (613) 225-2342 Ext: 4215
Fax: (613) 228-6639

Canadian Forces
see National Defence

Canadian Forces Grievance Board
see National Defence

Canadian Government Standards Board
see Public Works and Government Services Canada

Canadian Grain Commission
see Agriculture and Agri-Food Canada

Canadian Heritage
E.W. Aumand
25 Eddy Street, 3rd Floor, Station 57
Hull, Quebec K1A 0M5

Tel: (819) 997-2894
Fax: (819) 953-9524

Canadian Human Rights Commission
Lucie Veillette
Canada Place
344 Slater Street, 8th Floor
Ottawa, Ontario K1A 1E1

Tel: (613) 943-9505
Fax: (613) 941-6810

Canadian International Development Agency
François Arsenault
Place du Centre
200 Promenade du Portage, 12th floor
Hull, Quebec K1A 0G4

Tel: (819) 997-0845
Fax: (819) 953-3352

Canadian International Trade Tribunal
Susanne Grimes
Standard Life Centre
333 Laurier Avenue West, 17th Floor
Ottawa, Ontario K1A 0G7

Tel: (613) 993-4717
Fax: (613) 998-1322

Canadian Museum of Civilization
Louise Dubois
100 Laurier Street
P.O. Box 3100, Station B
Hull, Quebec J8X 4H2

Tel: (819) 776-7115
Fax: (819) 776-7122

Canadian Museum of Nature
Greg Smith
P.O. Box 3443, Station D
Ottawa, Ontario K1P 6P4

Tel: (613) 566-4214
Fax: (613) 364-4022

Canadian Polar Commission
Alan Saunders
Constitution Square
360 Albert Street, Suite 1710
Ottawa, Ontario K1R 7X7

Tel: (613) 943-8605
Fax: (613) 943-8607

Canadian Radio-television and Telecommunications Commission
Jennifer Wilson
Terrasses de la Chaudiere
1 Promenade du Portage,
5th Floor
Hull, Quebec K1A 0N2

Tel: (819) 997-1540
Fax: (819) 994-0218

Canadian Security Intelligence Service
Raymond Fournier
P.O. Box 9732, Station T
Ottawa, Ontario K1G 4G4

Tel: (613) 231-0506 or Toll-free number (1-877-995-9903)
Fax: (613) 231-0672

Canadian Space Agency
Sylvie Garbusky
6767 route de l'Aéroport
Saint-Hubert, Quebec J3Y 8Y9

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Director Veterans' Land Act, The
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Energy Supplies Allocation Board
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Federal-Provincial Relations Office
see Privy Council Office

Finance Canada
see Department of Finance Canada

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Fisheries Prices Support Board
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Foreign Affairs and International Trade
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Merchant Seamen Compensation Board
see Human Resources Development Canada

Military Police Complaints Commission
see National Defence

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National Arts Centre
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Office of the Comptroller General
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Petroleum Monitoring Agency Canada
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Yukon Territory Water Board
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Standard Program Records

This section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Program Records of a particular institution should forward their access requests to the Access to Information and Privacy Coordinator at the address given in the previous pages.

Accounts and Accounting
Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances. ***Program Record Number:*** 915

Acts and Legislation
Description: Acts and legislation - general, departmental, federal, foreign and provincial. ***Program Record Number:*** 902

Administration
Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours. ***Program Record Number:*** 901.

Administration and Management Services
Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; electronic networks; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services. ***Program Record Number:*** 903

Audits
Description: Auditor General reports and internal audit reports. ***Program Record Number:*** 916

Budgets
Description: Budgets generally; estimates and supplementary estimates; and program forecasts. ***Program Record Number:*** 917

Buildings
Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fire and fire prevention; and maintenance. ***Program Record Number:*** 906

Buildings and Properties
Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics. ***Program Record Number:*** 905

Classification of Positions
Description: Classification generally; audits; category and group; individual positions; and standards. ***Program Record Number:*** 919

Co-operation and Liaison
Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels. ***Program Record Number:*** 904

Employment and Staffing
Description: Employment and staffing generally; applications; casual and term employees; competitions; programs recruitment; requests for staffing action; and summer students. ***Program Record Number:*** 920

Equipment and Supplies
Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery. ***Program Record Number:*** 909

Finance
Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses. ***Program Record Number:*** 914

Furniture and Furnishings
Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures. ***Program Record Number:*** 910

Human Resources
Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization. ***Program Record Number:*** 921

Lands
Description: Lands - general; acquisition; concessions; development; disposal; fencing; flood control; landscaping parking areas; roads; streets and sidewalks. ***Program Record Number:*** 907

Occupational Health, Safety and Welfare
Description: Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys. ***Program Record Number:*** 922

Office Appliances
Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters. ***Program Record Number:*** 911

Official Languages
Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements. ***Program Record Number:*** 923

Pensions and Insurance
Description: Pensions and insurance generally; superannuation plans; Canada Pension Plan; Quebec Pension Plan; reciprocal agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plan. ***Program Record Number:*** 924

Personnel
Description: Personnel - general; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; positions and levels; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations. ***Program Record Number:*** 918

Procurement
Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions; standing offer agreements. ***Program Record Number:*** 912

Salaries and Wages
Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay. ***Program Record Number:*** 925

Staff Relations
Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations. ***Program Record Number:*** 926

Training and Development
Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses. ***Program Record Number:*** 927

Utilities
Description: Utilities - general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation. ***Program Record Number:*** 908

Vehicles
Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences. ***Program Record Number:*** 913

Agriculture and Agri-Food Canada
Chapter 1

General Information

Background

The Department of Agriculture was established in 1867, the year of Confederation, by an act of Parliament. The formation of the Experimental Farms System followed in 1886 and a Dairy Commissioner was appointed in 1890. The aim of Agriculture and Agri-Food Canada today is to develop and assist the Canadian agriculture and food system to provide for the needs of Canadian consumers and export markets in a manner which ensures a dependable supply of safe, nutritious food at reasonable prices; to ensure equitable returns to producers, processors and marketers; and to meet Canadian food and technological aid commitments to international development. The Minister of Agriculture and Agri-Food, the Department and portfolio agencies administer 35 acts concerning food and agriculture industries. The activities of the Department extend from the farmer to the consumer, through all phases of production, processing and marketing of agriculture and agri-food food products. The Department also assists farmers through crop insurance, price stabilization and agricultural adjustment programs to alleviate losses caused by the weather, changing markets and other hazards. While the collection and use of personal information are necessary for the performance of most activities, they are especially important for the following activities: research; regulation and licensing of imports and exports of livestock and plant products; control and eradication of animal and plant diseases; and administration of various loan and assistance programs.

Responsibilities

The mandate of Agriculture and Agri-Food Canada is to promote the growth, stability and competitiveness of the agri-food sector through policies, programs and services most appropriately provided by the federal government to assist the sector to maximize its contribution to the Canadian economy. The Department's responsibilities embrace most aspects of the agricultural industry. It carries out research into the physical and economic problems of agriculture; assists with market and export development; and carries out programs aimed at environmentally sustainable resource use. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as crop insurance. It also supervises racetrack betting.

Legislation

- Advance Payments for Crops Act
- Agricultural Marketing Programs Act
- Agricultural Products Cooperative Marketing Act
- Agricultural Products Marketing Act
- Agriculture and Agri-Food Administrative Monetary Penalties Act
- Animal Pedigree Act
- Canada Agricultural Products Act
- Canada Grain Act
- Canadian Dairy Commission Act
- Canadian Food Inspection Agency Act
- Canagrex Dissolution Act
- Consumer Packaging and Labelling Act (Minister of Industry)
- Criminal Code, Section 204 (Minister of Justice and Attorney General of Canada)
- Department of Agriculture and Agri-Food Act
- Department of Foreign Affairs and International Trade Act, paragragh 10(2)(e) (Minister of Foreign Affairs)
- Experimental Farm Stations Act
- Farm Credit Corporation Act
- Farm Debt Review Act
- Farm Improvement and Marketing Cooperatives Loans Act
- Farm Improvement Loans Act
- Farm Income Protection Act
- Farm Products Agencies Act
- Feeds Act
- Fertilizers Act
- Fish Inspection Act
- Food and Drugs Act, Sections 2 and 27 (Minister of Health)
- Grain Futures Act
- Health of Animals Act
- Livestock Feed Assistance Act
- Meat Inspection Act
- Plant Breeders' Rights Act
- Plant Protection Act
- Prairie Farm Rehabilitation Act
- Prairie Grain Advance Payments Act
- Seeds Act
- Western Grain Transition Payments Act

Organization

Canadian Grain Commission

The Canadian Grain Commission administers the provisions of the Canada Grain Act and the Grain Futures Act. In the interests of producers, it must establish and maintain standards of quality for Canadian grain and regulate grain handling in Canada to ensure a dependable commodity for domestic and export markets. In addition, the Commission supervises trading on the Winnipeg Commodity Exchange.

Communications Branch

The primary purpose of this branch is to ensure communication of the department`s policies and programs, promote public understanding of AAFC`s initiatives and policies; and raise awareness of the sector`s importance to Canadian society.

Corporate Services Branch

This Branch is involved with many facets of the "business of the business". It is responsible for developing and maintaining programs, policies, practices and a strategic vision that supports good decision making within the Department and across the three Core Business Lines. The key roles of Corporate Services Branch include comptrollership policies and practices, strategic planning, knowledge product platforms and standards development, provision of technical support and the operation of the departmental planning cycle. To deliver these support roles the Branch is organized in four functional areas: 1) Strategic Business Planning 2) Finance and Resource Management 3) Information Management; and 4) Assets Management and Capital Planning. Through a relationship with the Canadian Pari-Mutuel Agency, this Branch also has a responsibility to protect the wagering public at race tracks, and assist in maintaining a viable racing industry in Canada.

Departmental Secretariat

The Secretariat is responsible for the correspondence, briefing and activity scheduling systems for the Minister and the Deputy Minister, for tracking and reporting on major current issues of concern to the Department, for Parliamentary Relations, and for providing secretariat services to the Departmental Management Committee and the Heads Up executive Committee of the Department.

Market and Industry Services Branch

The mandate of the Market and Industry Services Branch is to work with the agri-food sector to enhance its global competitiveness and in so doing, increase the sector's share of both domestic and international markets for agriculture and agri-food products. The Branch priorities are implemented by responsibility centres located in Ottawa (7) and 7 regional offices.The International Trade Policy Directorate's role is to improve and secure markets for agri-food products, improve trade rules and work towards reducing unfair competition in domestic and foreign markets. The Agricultural Industry Services Directorate provides services and coordination to enable Agriculture and Agri-Food Canada to meet clients' needs related to market access, marketing programs, market information and intelligence, export market development, market readiness and sector competitiveness. The role of the International Markets Bureau is to assist Canadian agriculture and agri-food industries to expand their exports, and to develop and implement a range of programs and services for the industry with emphasis on the provision of advice, information and programs related to international market development. The Food Bureau's role is to assist Canadian food processors to increase domestic and international sales and to ensure that food industry interests are understood and fully considered in all federal policy, program and regulatory decisions which have a major impact on the industry. The Strategic Planning and Regional Operations Directorate Headquarters coordinates Branch strategic planning and corporate support activities. The Regional Offices (Atlantic, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and the Territories, British Columbia) provide "single window" access for regional clients and stakeholders to all of the programs and services of the Branch and work with clients and stakeholders to help the agri-food industry achieve its goals. The Management Services Division provides support and advice related to operational planning, resource management, human resources training and development, information systems and general administration.

Policy Branch

Policy Branch is the department`s main focus for policy and program leadership. It creates linkages across policy files and the department. The Branch`s mandate is to create and maintain a policy environment which enhances the agriculture and agri-food sector`s economic viability and self-reliance and promotes the economic development of rural communities; and to develop and deliver income stabilization and adaptation programs consistent with these goals, such as the Net Income Stabilization Account and the Canadian Farm Business Management program. The Branch is also the federal focal point for the coordination of rural affairs and for the promotion of the cooperative sector. The Branch also provides a focal point for relations with the provinces and consultations with industry and other partners.

Review Branch

This Branch provides senior management with independent assurance and information to facilitate course corrections, management improvements and positive cultural change. We conduct or manage independent reviews which provide information for:

1) Assurance: Financial and non-financial information is reliable and useful for decision-making; reliability and usefulness of performance information; financial controls; management practices and controls.

2) Performance Opportunities: Programs, management systems, controls and processes are enhanced; relevance, appropriateness and acceptance of activities; extent program objectives being achieved; cost benefit of programs and activities; best practices and lessons learned; management effectiveness.

Information Holdings

Program Records

Canadian Grain Commission

Economics and Statistics Operations
Description: Economic and statistical information on grain handling and storage. ***Topics:*** Grain handling information and statistics involving licensees; grain inspected and weighed at licensed elevators; prices received by western producers; policy analysis and recommendations. ***Access:*** Records are located in Winnipeg. ***Program Record Number:*** AAFC CGC 570

Grain Inspection Operations
Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by grain industry. ***Topics:*** Quality of samples submitted; quality of grain handled by terminal and transfer elevators; special treatment of grain in terminal elevator; elevator inspections and infestation control; primary and export standard samples; reinspections. ***Access:*** The files are located in Winnipeg and in regional offices. ***Program Record Number:*** AAFC CGC 565

Grain Research
Description: Information on the quality of cereal grains, pulses and oilseeds. ***Topics:*** Enquiries, consultations, advice and reports; quality assessment of each new harvest; grain cargo composite monitoring; evaluation of breeder lines; research in cereal and oilseed chemistry and processing technology; moisture meter standardization; evaluation and development of new testing methods. ***Access:*** Records are located at the Winnipeg office. ***Program Record Number:*** AAFC CGC 575

Policy Development and Coordination
Description: Information on the administration of the Canada Grain Act and the Grain Futures Act; issuing of regulations and orders; advising the Minister on matters relating to grain handling; and coordination of functions of all divisions within the Canadian Grain Commission. ***Topics:*** Canada Grain Act and Regulations; Grain Futures Act and Regulations; Canadian Grain Commission orders and directives to the grain trade; Grain Appeal Tribunal. ***Access:*** Records located in Winnipeg. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC CGC 585

Weighing of Grain
Description: Information on the supervision of grain weighing at terminal and transfer elevators. ***Topics:*** Supervision of grain weighing; weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities – planning and control. ***Access:*** Records are located at Winnipeg and at regional offices. ***Program Record Number:*** AAFC CGC 580

Communications Branch

Ministerial Services Division
Description: Provides communications services directly related to supporting the Minister and the Minister's Office, as well as the Secretary of State. Activities include the preparation of speeches, coordination of talking points addressing the day's key issues, production of the Minister's newsletter, agrivision, and maintenance of Web sites for the Minister, Secretary of State, Parliamentary Secretary, Deputy Minister, Associate Deputy Minister and Minister responsible for the Canadian Wheat Board. ***Storage Medium:*** Paper and computer ***Program Record Number:*** AAFC COM 335

Operations
Description: The Operations Division is responsible for corporate communications to media, industry and the general public. It consists of four areas: media relations, promotion, regional communications network and the Government of Canada Rural Exhibit Program. Activities, products and services include news releases and conferences, radio/tv programs and feature stories for weeklies, media monitoring and analysis, exhibits (corporate and rural), publishing (design, production) advertising, polling, corporate promotional projects, audio-visuals and electronic communications. The regional communications officers provide strategic planning and operational advices and services in support of ministerial and the departmental priorities. The Division oversees the implementation of the Government of Canada Rural Exhibit Program, which visits annually about 100 rural and community fairs to provide information on federal programs and services available to rural Canadians. ***Storage Medium:*** Paper, video, computer and exhibits. ***Program Record Number:*** AAFC COM 340

Policy and Planning
Description: Consists of four bureaus that deliver communications advice, planning and strategies in support of departmental business lines (Expanding Markets; Innovating for a Sustainable Future; Building a

Strong Foundation for the Sector and Rural Communities; and Sound Departmental Management, plus a communications support group for pan-government rural affairs. ***Topics:*** Public environment; all current agriculture and agri-food, and rural issues and programs. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** AAFC COM 334

Corporate Services Branch

Acts and Legislations
Description: Acts and legislations – general, departmental, federal, foreign and provincial; federal investigative bodies. ***Program Record Number:*** AAFC CSB 851

Assets Management and Capital Planning
Description: This part of the Branch is responsible for the facilities management planning and accountability process; facilities management policy and client service operations (NCR and Regions); the alignment and enhancement of physical resources with corporate culture/priorities, facilities management analysis and advise to senior management and Departmental managers; strategic capital region planning and assets management; accommodation services (i.e., planning tenant requirements, leasing and out-sourcing design requirements); real property and engineering services (i.e., acquisition and disposal of lands, agreements with other partners, project management and major capital investments); environmental services (i.e., environmental assessments, evironmental initiatives) materiel management (i.e., procurement, contracting, fleet, stores, disposal); security (personnel, physical and information); emergency planning and business resumption. ***Program Record Number:*** AAFC CSB 856

Canadian Pari-Mutuel Agency (CPMA)
Description: The CPMA is responsible for providing daily auditing of all betting activities; for providing expertise, and conducting research in the areas of photo-finish, video race patrols, totalizer systems and equine drug control. The agency also ensures a 99.9 per cent accuracy in all betting transactions; provides efficient and effective pari-mutual supervision within the resource level of the federal levy and provides and promotes services that contribute to the positive image of racing. ***Program Record Number:*** AAFC CSB 857

Civil Emergency Planning
Description: Information on preparedness plans to ensure continuity, safety and security of agricultural products and services in the event of a national emergency. ***Topics:*** Liaison in emergency planning matters with Privy Council Office and Emergency Preparedness Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture, NATO and other organizations deemed necessary in the event of an emergency; orientation training in Agricultural Emergency Planning. ***Program Record Number:*** AAFC CSB 385

Entreprise Management Information System
Description: Entreprise is a web-based management information system for use by employees of Agriculture and Agri-Food Canada and the Canadian Food Inspection Agency. Entreprise provided a pre-defined set of reports which can be customized by users to meet their requirements. ***Topics:*** Report topics include financial, human resources, salary management, and performance indicator information. ***Access:*** Access to Entreprise is through Agrisource, AAFC's intranet. Access to some of the reports is restriced ***Storage Medium:*** Data used by Entreprise are stored in an Oracle database. Financial data are imported from the Saturn system, and human resources data are imported from Peoplesoft. ***Program Record Number:*** AAFC CSB 700

Financial Management
Description: The financial management part of the Branch assists Departmental managers to understand the financial implications of program management and administrative decisions; manage financial risks; report on financial results; and protect against the misuse or, loss of r public money. It also handles the Department's financial planning process (e.g. Annual Reference Level Update (ARLU) and Main Estimates preparation); financial and resource management policy and operations; the alignment and enhancement of financial and resource management systems with corporate priorities; and financial and resource management analyses. Advises the Departmental Management Committee (DMC) and departmental managers in the areas of cash management; resource allocation and re-allocation, cost recovery; accounting operations and financial control and reporting Public Accounts. Acts as the Departmental Treasury Board submission control centre. Develops, operates and maintains the Department's finance and materiel management information system. ***Program Record Number:*** AAFC CSB 854

Information Management
Description: The roles and responsibilities of this Directorate concern the preparation of the department's information management strategic plan, policies and standards; knowledge products development and services; information management analysis; advise and counsel to Departemental managers; the Canadian Agriculture Library, the departmental Internet and Intranet Web sites; distance/technology-assisted learning; information and technology training and client services; voice communications; systems integration; the Year 2000 readiness Project; Local and Wide Area Network planning and management; records, documents and forms management, mail, public inquiries and Access to Information and Privacy Act services. ***Program Record Number:*** AAFC CSB 855

Pari-Mutuel Supervision
Description: Information on the regulation and supervision of pari-mutuel betting on horse races. ***Topics:*** Daily pari-mutuel betting activities; pool distribution; investigation reports into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security of bets and betting data; federal levy on wagering. ***Access:*** Files arranged by racing associations, topic, event and date. ***Program Record Number:*** AAFC CSB 180

Race Surveillance
Description: Information on the surveillance of horse races. ***Topics:*** Daily supervision reports; photo finish service; race patrol service; drug control service. ***Access:*** Files arranged by racing association, event and date. ***Storage Medium:*** Film, videotapes and photographic print. ***Program Record Number:*** AAFC CSB 185

Strategic Business Planning
Description: This part of the Branch is the focal point in the Department for the development of planning methodologies and has responsibilities in the areas of business line support; comptrollership in business lines planning; preparation of allmajor corporate planning documents; management of an integrated strategic and operational planning framework; developmentand implementation of the annual departmental planning calendar; strategic analysis and advise to departmental managers; portfolio business coordination; quality service initiatives; implementation of management and administrative renewal initiatives; development of departmental policies relating to Alternative Service Delivery (ASD); and creating and maintaining central agency and interdepartmental relationships in the planning area. ***Program Record Number:*** AAFC CSB 853

Surveillance Research
Description: Information on all aspects of research into race track surveillance. ***Topics:*** Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. ***Access:*** Files arranged by drug study. ***Storage Medium:*** Film, videotapes and photographic prints and hard copy reports. ***Program Record Number:*** AAFC CSB 190

Market and Industry Services Branch

Agri-food Industry Market Strategies (AIMS)
Description: Commercially confidential information on the export market strategies of several agri-food industry sectors and alliances including their market assessments, their strategic market development goals and their planned activities in priority markets for up to five years. ***Topics:*** Market assessments, strategic market development goals and planned activities. ***Storage Medium:*** Hard copy or/and computer ***Program Record Number:*** AAFC MIS 482

Agri-Food Trade 2000 (AFT 2000)
Description: AFT 2000 is an umbrella program resulting from a Program Review decision to consolidate Market and Industry Services Branch non-statutory market development programs. ***Topics:*** The overall objective of AFT 2000 is to increase sales of Canadian agriculture, food and beverage products in domestic and foreign markets. The primary focus is to encourage export trade development. This program will wunset on March 31, 2000. ***Storage Medium:*** Hard copy and/or computer. ***Program Record Number:*** AAFC MIS 836

Agri-Food Trade Service Online
Description: The ATS Online is an electronic network that provides access to agri-food trade information and related sources targeted at Canadian exporters. Information users can access the information on-line, through the Internet site or contact the local office of the Market and Industry Services Branch. Information is available through the ATS Online on trade leads, market information, trade rules, Canadian supply capability, trade shows and missions and federal government trade contacts. ***Access:*** Internet. ***Program Record Number:*** AAFC MIS 400

Agricultural Marketing Programs Act (AMPA)
Description: AMPA has two major programs – the Advance Payments Program and the Price Pooling Program. These programs were formerly known as the Advance Payments for Crops Act , the Cash Flow Enhancement Program, and the Agricultural Products Cooperative Marketing Act. The purpose of APP is to improve marketing opportunities. The government guarantees the repayment of advances issued to producers by the producer organizations and the Canadian Wheat Board as a means of improving cash flow at or after harvest. An individual producer can obtain up to $250,000 with the government paying the interest on the first $50,000 advanced to each producer. The advances are based on the security of the crop the producers have in storage and are repaid as the crop is sold. The PPP is a market development program designed to assist and encourage cooperative marketing of agricultural products and to provide equal return to producers for products of like grade, varieties and types. The program provides a price guarantee to the marketing agencies to protect them against unanticipated declines in the market price of their products. The price guarantee is established using the expected average wholesale price of the product. ***Topics:*** The bank contains information on applicants under APP related to cash advances and interest charges; and marketing agencies under PPP concerning price guarantees. ***Storage Medium:*** Hard copy and computer ***Program Record Number:*** AAFC MIS 255

Associations, Organizations, Companies
Description: Various groups involved in the primary (e.g. grains and oilseeds) and processed sectors in Canada.

Topics: Growers associations; grain companies; marketing boards and initiatives; research institutes; industry associations (e.g. Agri-Food Industry market Strategies groups; Canadian Agri-food Marketing Council. ***Storage Medium:*** Hard copy and/or electronic. ***Program Record Number:*** AAFC MIS 800

Atlantic Agri-Products Competitiveness Initiative (AAPCI)
Description: The purpose of the initiative was to increase competitiveness of the Atlantic agri-products industry so as to profitably gain and maintain market share and develop new markets by fostering a pan-Atlantic collaboration to address issues and opportunities and integrating private sector participation in stategic and in the adaptation and change process. The program ran from April 1, 1994 to March 31, 1998. ***Topics:*** The bank contained information on individuals and organizations from both the primary and value-added agri-products sectors who have made application under the program. The information included names, address, phone and fax numbers and general information on the nature of the business they operate as well as details on specific project proposals and financial costs associated with these proposals. Information was used for the purposes of evaluating the merits of project proposals for funding and for correspondence and making payments under approved projects. ***Storage Medium:*** Information was maintained in electronic and hard-copy form. Information will be kept for a minimum of three years (March 31, 2001) subsequent to the termination of the program and then destroyed ***Program Record Number:*** AAFC MIS 451

Canadian Agri-Food Development Initiative
Description: Information on a financial contribution program, which was in operation from 1990-95, to assist the agri-food industry in undertaking developmental projects including information on CMISI applicants and assisted projects. ***Topics:*** Marketing, production and human resource development. ***Note:*** Retention and disposal Standards: Files will be retained for 6 years (March 31, 2001) ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC MIS 484

Compilation, Analysis and Dissemination of Trade Statistics
Description: Canadian Agri-Food Trade System (CATS). ***Topics:*** Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. ***Storage Medium:*** Hard copy and/or CD/diskettes. ***Program Record Number:*** AAFC MIS 491

Farm Improvement and Marketing Co-operatives Loans
Description: Information on the administration of the Farm Improvement and Marketing Co-operatives Loans Act to assist in meeting the credit needs of Canadian farmers. ***Topics:*** Loan program management – reports, claims, remittances; guidelines; policy; borrower default analysis. ***Access:*** Reports of loans made are filed by borrower and lending period. ***Storage Medium:*** Hard copy and computer. ***Program Record Number:*** AAFC MIS 465

Food and Beverage Industry Services and Analyses
Description: Information on the Canadian food, beverage and non-processing and distribution industries. ***Topics:*** market access, market development, and investment activities. ***Storage Medium:*** Computer ***Program Record Number: AAFC MIS 271***

Grain Marketing
Description: Information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; information on markets and sales; research surveys and analyses of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; domestic storage of grains and oilseeds; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; regulations; and agricultural production. ***Topics:*** Visits; grain missions to foreign countries; credit grain sales; wheat embargo; market development studies; industry sector profiles; research; marketing analysis; quotas; permits; deferred delivery; Canola Utilization Assistance Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; grains financial matters; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics. ***Storage Medium:*** Hard copy and/or electronic. ***Program Record Number:*** AAFC MIS 835

International Relations
Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. ***Topics:*** Organization for Economic Cooperation and Development (OECD); World Trade Organization (WTO); Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); Memoranda of Understanding on Agricultural Co-operation; senior level foreign visits. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC MIS 494

International Trade and Markets Information
Description: Information pertaining to the export of Canadian agri-food products and investment including services, programs and technology. ***Topics:*** Country Export Market assessment Reports; Foreign Missions Reports; reports of seminars and technical trade missions; Canadian agri-food trade with individual foreign countries; Product Export opportunities Report; programs and services available to exporters; export marketing companies and organizations; agri-food sector of foreign countries; international business development initiatives; priority / emerging markets; Canadian Food and Beverage Exporters`s Directory in CD ROM; Canada`s International Business Strategy for Agriculture, Food and Beverages; reports on Canada`s investment performance; Federal / Provincial Agri-Food Investment Strategy; agri-food trade policies, tariffs, tariff quotas, non-tariff measures and other market access conditions. ***Storage Medium:*** Hard copy and/or Internet. ***Program Record Number:*** AAFC MIS 422

Market Information Service
Description: Information on the quality, quantity, price, sale and/or movement of selected commodities. ***Topics:*** Collection of prices, sales and inventories of various commodities from private sector sources in Canada and abroad; aggregation of data and relevant information concerning policies and programs in Canada, competing countries and importing nations; publishing of markets information and intelligence; liaison with private sector and other government departments/agencies. ***Storage Medium:*** Machine-readable files and public database which are published on the Internet. ***Program Record Number:*** AAFC MIS 261

Production Development Assistance Initiative
Description: Information on a financial contribution program which was in operation from 1985-90 to facilitate improvements in livestock and crop production and encourage human resource development in the agricultural sector including information on PDAI applicants and assisted projects. ***Topics:*** New production technologies, farm management techniques, skills development and leadership training. ***Note:*** Retension and disposal standards: Files will be retained for 10 years (March 31, 2000). ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC MIS 489

Who's Who
Description: The purpose of the initiative is to provide a branch directory of staff by name, organization and area of expertise. The information includes name, address, phone and fax numbers and general information on employees' responsibilities. Information is used for the purpose of allowing for people inside and outside the Department to search for MISB employees based on names, organization, expertise. ***Storage Medium:*** Information is maintained in electronic form in an Oracle database in the corporate server. Information will be kept ongoing and will be deleted or added depending on employee movement. ***Program Record Number:*** AAFC MIS 483

Policy Branch

4-H Programs
Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. ***Topics:*** Share-cost agreements; contributions; club program monitoring. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC POL 450

Acts and Legislation
Description: Various key elements related to grains and oilseeds. ***Topics:*** Prairie Grain Advance Payments Act; Crop Insurance Act; Canada Grain Act; Canadian Wheat Board Act; Grain Futures Act, Farm Income Protection Act; Farm Debt Mediation Act; Federal/Provincial agreement establishing the Net Income Stabilization Account Program (NISA). ***Program Record Number:*** AAFC POL 805

Agri-Food Policy Review
Description: Information on the Agri-Food Policy Review related to the work of the federal-provincial and government-industry task forces and committees set up to examine the challenges and priorities facing Canada's agri-food industry. ***Topics:*** The eleven task forces and committees dealt with: Safety Nets, Farm Finance and Management, Competitiveness, Transportation, Dairy Supply Management, Poultry Supply Management, Food Safety and Quality, Sustainable Agriculture, Research and Technology Transfer, and Pesticides Registration. ***Access:*** Reports of the task forces and committees are available upon request. Files are arranged by policy area. ***Storage Medium:*** Machine readable and hard copy. ***Program Record Number:*** AAFC POL 367

Agricultural Development Policy and Analysis
Description: Policy-oriented analyses of agricultural development issues. ***Topics:*** Farm costs and incomes; farm income protection; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation. ***Program Record Number:*** AAFC POL 485

Agriculture-Related Data
Description: Economic data related to agriculture. ***Topics:*** Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. ***Access:*** Files arranged by AGSEC code or

commodity (marketing and trade coding system). ***Program Record Number:*** AAFC POL 330

Arable Acres Supplementary Payment Program
Description: The NISA Administration on behalf of Agriculture and Agri-Food Canada distributed payments to Alberta farmland owners who were not covered under the Western Grain Transition Payments Program (WGTPP). The AASP payment was designed to compensate landowners for the reduction in land values resulting from the elimination of the Western Grain Transportation Act (WGTA) subsidy. ***Program Record Number:*** AAC POL 494

Briefing Papers in Market Development and Investment
Description: Briefing discussion papers on various agriculture related to market development; investment trade policy issues for use by the Minister and senior officials of the Department. ***Topics:*** Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics; international business development initiatives; investment trade miisions and shows. ***Program Record Number:*** AAFC POL 366

Business Planning for Agri-Ventures (BPAV)
Description: BPAV provides business planning advice to farmers and agri-business operators who want to establish, expand or diversify into agricultural or value-added related businesses. For more information, see also document No. 1835 ***Program Record Number:*** AAFC POL 484

Canadian Agriculture Safety Program (CASP)
Description: CASP, managed by the Canadian coalition for Agricultural Safety and Rural Health (CCASRH), aims to reduce farm injuries and fatalities in rural Canada. Its first priority is the safety of children living on farms and in rural communities. CCASRH approves applications for farm health and safety initiatives on a national and regional basis. For more information, see also document No. 2093 ***Program Record Number:*** AAFC POL 488

Canadian Farm Business Management Program
Description: Information on the development and application of farm business training materials and associated courses and other farm business management activities. ***Topics:*** Various aspects of farm business management, needs assessment, and farm business management tools development. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC POL 487

Canadian On-Farm Food Safety Program (COFFSP)
Description: COFFSP is designed to help commodity-specific organizations develop on-farm food safety processes, based on Hazard Analysis Critical Control Point (HACCP) principles. The program helps to ensure high quality and safe food for Canada=s domestic and international markets. COFFSP is a key element of Canada=s Integrated Food Safety Program, which covers the entire gate-to-plate continuum, including farmers. ***Program Record Number:*** AAFC POL 492

Canadian Rural Transition Program
Description: Information on a program to provide assistance to farm families who are forced to give up farming because of financial reasons. ***Topics:*** Administrative records which include applications made under the program and services provided to program participants. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC POL 482

Co-operatives Secretariat
Description: Information pertaining to co-operatives. ***Topics:*** Co-operatives in Canada; Canadian Co-operatives Resource File; Top 50 Canadian Co-operatives; Co-operative Success Stories. ***Access:*** Files arranged by organization, commodity, province and number. ***Storage Medium:*** Hardcopy and computer; website: www.agr.ca/policy/coop/accueil.html. ***Program Record Number:*** AAFC POL 280

Crop Insurance Program
Description: Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. ***Topics:*** Federal-provincial agreements under the Farm Income Stabilization Act; Crop Insurance Regulations; federal contributions to the provinces; statistical reports, crop condition reports; Federal Main Estimates – Part III; audit reports; foreign crop insurance information. ***Program Record Number:*** AAFC POL 355

Economic Intelligence
Description: Economic intelligence on agricultural production and inputs. ***Topics:*** Farm input markets; farm costs and incomes. ***Program Record Number:*** AAFC POL 490

Economic Research on Commodity Markets and Agricultural Market Forecasting
Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. ***Topics:*** Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop. ***Storage Medium:*** Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine-readable. ***Program Record Number:*** AAFC POL 310

Farm Debt Review Boards
Description: Carried out the Farm Debt Review Act which ensured that farmers in financial difficulty or facing foreclosure had access to an impartial third-party review

of individual circumstances and possible financing/refinancing options. ***Topics:*** Professional support, liaison with private sector and other government departments/agencies. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC POL 486

Farm Income Protection Act
Description: The Farm Income Protection Act (FIPA) provides legislation for federal programs which assist farmers in improved long-term income protection against fluctuations in yields, prices or production costs such as the Crop Insurance Program, Gross Revenue Insurance Program, the Net Income Stabilization Account Program and Revenue Insurance Program. FIPA also provides for the implementation of special measures to address short-term assistance to farmers under initiatives such as the Farm Support and Adjustment Measures. ***Topics:*** Agreements with the governments of the provinces for the purpose of establishing a net income stabilization account program and the establishment, operation and cost-sharing of a gross revenue insurance plan; enhancement to the Gross Revenue Insurance Program; enhancement to the Net Income Stabilization Account Program; the Land Management Assistance Program; the Permanent Cover Program II; the Adjustment Measures for Horticulture. ***Program Record Number:*** AAFC POL 369

Farm Women's Bureau
Description: The mandate of the Farm Women`s Bureau is: To advocate and promote in partnership with farm women the equitable representation of farm women in agricultural policy and decision making. ***Topics:*** Government policy; Convention on the Elimination of All Forms of Discrimination; the Federal Plan for Gender Equality; farm and rural women's representation on Federal Agencies, Boards and Commisions; farm and rural issues, consultations, information and liaison activities; farm women's organizations in Canada. ***Program Record Number:*** AAFC POL 500

Food Policy and Research
Description: Economic studies and policy advice on food markets. ***Topics:*** Food prices; processing and retailing, transportation; food demand and consumption; foreign ownership; regulations. ***Program Record Number:*** AAFC POL 325

Freight Cost Pooling Assistance Program (FCPAP)
Description: The NISA Administration administered the disbursement of a grant on behalf of the Government of Canada to all agricultural producers in Manitoba. The Program was designed to assist producers adjust to increases in freight deductions under the new freight cost pooling environment. ***Topics:*** Personal information such as applicants= names, addresses, social insurance numbers, type and amount of commodity sales & program payments are recorded. ***Storage Medium:*** Information is stored in PIB AAFC/PPU-172. ***Program Record Number:*** AAFC POL 493

Grain Handling and Transportation
Description: Information on grain handling and transportation system in Canada. ***Topics:*** Labour disputes; elevators; box cars; terminals; trading – CNR, CPR; Crow rates; tariffs, stop-off charges; Western Grain Transportation Act. ***Program Record Number:*** AAFC POL 815

Grain Payments
Description: Information on domestic grain sector support. ***Topics:*** Prices; initial payments; cash advances; situation report. ***Program Record Number:*** AAFC POL 820

Grains and Oilseeds
Description: Information on various grain and oilseed crops, problems and policies. ***Topics:*** Feed grains; domestic feed grain marketing policy; canola; oats; barley; wheat; durum; soy bean; flax; rye; drought; pesticides; corn. ***Program Record Number:*** AAFC POL 830

GRIP\NISA Environmental Assessment Survey (1992)
Description: To collect factual data and information on land and chemical use needed to conduct an environmental assessment of the Gross Revenue Insurance Plan (GRIP) and the Net Income Stabilization Account (NISA). The assessment is required by law under the Farm Income Protection Act (FIPA – subsection 5(2)), and was agreed to by the Signatories to the Federal-Provincial GRIP and NISA agreements(MCRs). Target population: There are two basic populations of farmers – those participating in GRIP and\or NISA and those not participating. Only producers of eligible crops in participating provinces will be surveyed. ***Program Record Number:*** AAFC POL 802

Market Intelligence
Description: Market analyses on the purchasing, processing and transportation of food. ***Topics:*** Food prices; food expenditures (consumer spending); processing and retailing. ***Storage Medium:*** Food prices, pricing forecast model and food consumption are machine-readable. ***Program Record Number:*** AAFC POL 320

Prairie Farm Assistance
Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. ***Topics:*** Prairie Farm Assistance Act, 1939; claims and payments; program phase-out 1973-74; repeal of the Act, 1979; annual reports. ***Access:*** Operational records now stored at National Archives of Canada in Winnipeg;

administrative and policy records stored at headquarters. ***Program Record Number:*** AAFC POL 370

Producer Account Maintenance
Description: Information on transactions between grain buyers and producers under the provisions of the Western Grain Stabilization Act. ***Topics:*** Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. ***Access:*** Files arranged by Canadian Wheat Board permit number. ***Program Record Number:*** AAFC POL 345

Resource and Environment Programs
Description: Information on environmental issues related to agriculture and programs to encourage environmental management of resources. ***Topics:*** Soil and water conservation management studies, wildlife habitat/agriculture interface, environmental assessment and review processes, National Soil Conservation Program, Green Plan initiatives, Environmental Sustainability Initiatives, Land Management Adjustment Program, and pesticide price monitoring. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC POL 483

Stabilization Payments and Levies
Description: Information on stabilization payments to grain producers and levies on grain sold. ***Topics:*** Stabilisation payments list, levies. ***Access:*** Files arranged by Canadian Wheat Board permit number. ***Program Record Number:*** AAFC POL 350

The Canadian Agricultural Scholarship Program
Description: The Canadian Agricultural Scholarship Program, delivered by the Association of Universities and Colleges of Canada, awarded 30 scholarships totalling $500,000 in 1997/98 to students pursuing advanced degrees related to agriculture and agri-food. Approximately $500,000 is available for renewal of these scholarships in 1998/99. ***Program Record Number:*** AAFC POL 489

Waterfowl Crop Damage Compensation Program
Description: Information on compensation for individual producers in Manitoba, Saskatchewan, Alberta and Québec who have suffered serious waterfowl crop loss damage. ***Topics:*** Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program subsidies; waterfowl crop damage compensation policies; program audit reports. ***Program Record Number:*** AAFC POL 365

Western Grain Transportation Consultations
Description: The western grain handling and transportation consultation process focused on 1) the Western Grain Transportation Act (WGTA) method of payment options identified by the 1990 Transportation Committee under the Agri-food Policy Review, 2) western grain transportation system efficiencies, 3) the costs associated with moving grain from Thunder Bay to St. Lawrence shipping points, 4) Minimum Compensatory Rates (MCRs) for canola products and 5) the impacts of policy change on rural communities. The consultations were designed to solicit the views of a wide range of stakeholders, primarily at the "grass roots" level. There were approximately 154 public meetings, from coast to coast – but mostly located in western Canada. The information was used to assist in evaluating various options and to assist in making decisions. ***Topics:*** Views on options, and method of payments for the above mentioned subjects. ***Program Record Number:*** AAFC POL 801

Review Branch

Program Reviews
Description: Information on the Reviews of departmental programs. ***Topics:*** Documentation relating to results of reviews of departmental programs, objectives; analysis of effectiveness and audits of programs systems functions and organizations. ***Storage Medium:*** Hard copy and/or computer diskettes. ***Program Record Number:*** AAFC RB 415

Alberta Irrigation Rehabilitation Program
Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. ***Topics:*** Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file. ***Program Record Number:*** AAFC PFA 535

Animal Research
Description: Information on animal production systems from traditional and nontraditional techniques, including biotechnology. ***Topics:*** Beef, dairy, swine, poultry, and other aninals; nutrition, management practices, physiology, feeding, protection, reproduction, behavior, and carcass quality and grading. ***Program Record Number:*** AAFC RBR 220

Assiniboine River Diking Program
Description: Information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. ***Topics:*** Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service,

supply and construction contract files. ***Program Record Number:*** AAFC PFA 540

Crop Research

Description: Information on crop varieties, systems for the protection of crops from diseases, insects, and weeds, and production systems minimizing environmental impact from agricultural practices, using traditional and nontraditional techniques including biotechnology. ***Topics:*** Cereals, oilseeds, forages, field crops, vegetables, tree fruits and berries, and ornamentals; plant disease organisms, insects, weeds, pesticides, chemical and biological control, and integrated pest management; breeding, physiology, management practices, plant nutrition, nitrogen fixation, and food safety and quality; and recombinant DNA technology, molecular genetics, expression vectors, diagnostics, gene mapping, cryogenics, inoculants, and biocontrol. ***Program Record Number:*** AAFC RBR 210

DirectInfo

Description: A sophisticated departmental directory, DirectInfo is a web-based directory that contains information on employees of Agriculture and Agri-Food Canada (AAFC), Canadian Food Inspection Agency (CFIA), Canadian Dairy Commission (CDC) and the National Farm Product Council (NFPC). ***Topics:*** The purpose of DirectInfo is to provide AAFC, CFIA, CDC, and NFPC with a directory of information consisting of employee=s name, telephone number, electronic mail addresse, location information, place in the organization and subject expertise . DirectInfo is used to find and print phone lists, search for employees based on a various criteria. ***Program Record Number:*** AAFC CSB 852

Drought Monitoring Program

Description: Information relating to the risk of drought on the Canadian Prairies, including water supply, soil moisture and pasture condition assessments. ***Topics:*** Drought; water supply; wind erosion risk; soil moisture; pastures; committees; workshops; remote sensing; prairie drought monitoring network. ***Program Record Number:*** AAFC PFA 561

Engineering Services Projects

Description: Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. ***Topics:*** Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file. ***Program Record Number:*** AAFC PFA 520

Food Research

Description: Information on efficiency in the processing and distribution sectors, through technological innovation and improvement of food and nonfood products, processes, and techniques. ***Topics:*** Food processing of animal and crop products, new ingredients, packaging and storage, nonfood use of agricultural materials. ***Program Record Number:*** AAFC RBR 240

Human Resources

Description: Human resources generally; accidents and injuries; appointments; attendance; awards and honours; goups and levels; hours of work and overtime; leave; promotions and reclassifications; regulations and directives; reports and statistics; retirements and separations. ***Program Record Number:*** AAFC HRB 860

Irrigation Demonstration Program

Description: Information relating to the operation of the Saskatchewan Irrigation Development Centre at Outlook, Saskatchewan. The Centre is a joint Canada – Saskatchewan facility and provides a focal point for the investigation and demonstration of irrigation management techniques that can be evaluated for a wide range of new and established crops. It provides specialized information to farmers and the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. ***Topics:*** Vegetable Project Committee; Research Committee; Demonstration Committee; reports on various crops; land; irrigation. ***Program Record Number:*** AAFC PFA 545

Land-Use Program – Community Pastures

Description: Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. ***Topics:*** Pasture agreements; agreements; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation of grasslands; land development program; dugout excavation and dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file; surface leasing agreements. ***Program Record Number:*** AAFC PFA 510

Resources Branch

Description: Information on the conservation of soil, water, air, and genetic resources (plant animal, and microbial), to meet current and future agricultural and food production needs. ***Topics:*** Soil management and conservaton, soil components, soil mapping, land inventory, soil and land evaluation, and soil quality and

indicators; irrigation, drainage, water quality, desalination, and water conservation; winter survival of crops, climatic indices, crop development models, and atmospheric carbon dioxide; crop-specific genebanks. ***Storage Medium:*** Agroecological Resource Areas, Canadian Soil Information System (CANSIS), Generalized Soil Landscape Maps(GSLM), Degradation File, Land Potential for Agriculture Database, Soil Landscapes of Canada, Agriculture and Meteorology (AGMET). ***Program Record Number:*** AAFC RBR 195

Shelterbelt Program
Description: Information relating to the operation of the Shelterbelt Centre at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the Prairie provinces. ***Topics:*** Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Head Land; shelterbelts; infields and farmsteads tree distribution policy. ***Program Record Number:*** AAFC PFA 550

Soil Conservation Program
Description: Information relating to analyses and discussions of soil conservation and land degradation issues on the Canadian prairies, together with activities that deal with such problems at farm and regional levels. ***Topics:*** Project reports; local conservation organizations; soil conservation committees; Dryland Salinity Control Association; individual service; individual project files; agreements; applications for assistance; letters to government agencies and farm organizations; conservation workshops; soil conservation and degradation; unproductive land; economic and regional development agreements; the following database: Crop Residue Survey. ***Program Record Number:*** AAFC PFA 560

South Saskatchewan River Project
Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. ***Topics:*** Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features. ***Program Record Number:*** AAFC PFA 525

South-West Saskatchewan Irrigation Projects
Description: Information on the construction of twenty-seven water storage reservoirs and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. ***Topics:*** Assignments and agreements for sale of land; letters patent; drainage; irrigation; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files. ***Program Record Number:*** AAFC PFA 530

Water Development Program
Description: Information relating to the provision of financial and technical assistance to individuals, groups and communities for the development of water and land resources; the establishment of on-farm, community and regional water supplies, including dugouts, stockwatering dams, irrigation schemes as well as farm wells, pipelines and reservoirs. ***Topics:*** Community Wells Program, agreements; dugouts and small dams; irrigation; submissions for community projects; farm well program; individual project files; applications for water development grants; economic and regional development agreements; the following database: Prairie Rural Water Development Program Projects. ***Program Record Number:*** AAFC PFA 515

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Procurement

Salaries and Wages

Training and Development

Utilities

Vehicles

Personal Information Banks

Canadian Grain Commission

Licensing and Bonding Program
Description: Information relating to the licensing of grain dealers and grain elevators. ***Class of Individuals:*** Grain dealers and operators of grain elevators. ***Purpose:*** To license grain dealers and grain elevators. ***Consistent Uses:*** Same as purpose. ***Retention and Disposal Standards:*** Records are held for ten years. ***Related to PR#:*** AAFC CGC 570 ***TBS Registration:*** 001717 ***Bank Number:*** AAFC PPU 210

Producer Car Program
Description: Correspondence and producers car applications which are filed by date of receipt and contain information such as the producer's name, application number; type, quality and quantity of grain; and the Canadian Wheat Board permit number. ***Class of Individuals:*** Grain producers. ***Purpose:*** To allocate railcars to grain producers for the transport of their crop to terminal elevators or other destinations. ***Consistent Uses:*** Same as purpose ***Retention and Disposal Standards:*** Records are held for ten years. ***Related to PR#:*** AAFC CGC 565 ***TBS Registration:*** 001716 ***Bank Number:*** AAFC PPU 205

Unofficial Sample File
Description: The bank contains the name of the grower, the name of the requester and the quality of the sample. ***Class of Individuals:*** Grain producers and companies. ***Purpose:*** To maintain a record of all unofficial samples submitted for grading by grain inspectors. ***Consistent Uses:*** Same as Purpose. ***Retention and Disposal Standards:*** Records are held for three years. ***Related to PR#:*** AAFC CGC 565 ***TBS Registration:*** 001718 ***Bank Number:*** AAFC PPU 215

Corporate Services Branch

Access to Information Request Files
Description: This bank contains the Access to Information Request Forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or on fee waivers may also be included. ***Class of Individuals:*** Individuals present in Canada. ***Purpose:*** To administer access requests in accordance with the Access to Information Act. ***Consistent Uses:*** The bank is used to record the processing of requests under the Access to Information Act, to report to Treasury Board and to Parliament on requests received and completed, and for the purposes of consultations with other government institutions. ***Retention and Disposal Standards:*** Files will be kept for two years after the last administrative use and then destroyed. ***PAC Number:*** 78-001 ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 000908 ***Bank Number:*** AAFC PPU 200

Application for Pari-Mutuel Betting Permits
Description: This bank contains correspondence, personal information submitted by the applicant, criminal histories and corporate ownership (directors, and signing officer over 10 percent of the shares). ***Class of Individuals:*** Race track operators. ***Purpose:*** The purpose of this bank is to consolidate information used to grant qualified applicants permits to conduct pari-mutuel betting on horse races pursuant to section 204 of the Criminal Code. ***Consistent Uses:*** The bank is used to qualify associations for betting privilege, and to fix dates for betting. ***Retention and Disposal Standards:*** These files are retained for 10 years. ***PAC Number:*** 75-015 ***Related to PR#:*** AAFC CSB 180 ***TBS Registration:*** 000894 ***Bank Number:*** AAFC PPU 125

Expenditure Accounts – Public
Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. This bank also contains personal information (i.e. name, address, and SIN) for individuals requiring a tax information slip (e.g. AGR.1) and T4As. ***Class of Individuals:*** Contractors engaged by the Department of Agriculture and Agri-Food and farmers receiving various forms of payments from the Department. ***Purpose:*** The bank is used for the payment of invoices and claims to contractors engaged by the Department and farmers receiving various forms of payments from the Department. The SIN is required for inclusion on tax information slips, T4As, and on tax information files that the department must send to Revenue Canada and Revenue Quebec ***Retention and Disposal Standards:*** Records are retained for six years. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 914 ***TBS Registration:*** 002286 ***Bank Number:*** AAFC PPU 335

Goods, Services and Construction Contracts Under Agriculture and Agri-Food Canada Authority
Description: This bank is maintained by the assets Management and Capital Planning Section to record information on services contracts awarded under Agriculture and Agri-Food Canada authority in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. ***Class of Individuals:*** Individuals or firms engaged in contracting with the Department of Agriculture and Agri-Food. ***Purpose:*** The bank is used to monitor, analyse and

report departmental contracting activities. ***Consistent Uses:*** These records are also used during auditing functions. ***Retention and Disposal Standards:*** Information in this bank is retained for six years after the completion and non-renewal of a contract and is then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 912 ***TBS Registration:*** 002046 ***Bank Number:*** AAFC PPU 202

Identification and Access Control Cards
Description: This bank contains photographs, signatures, surnames and given names, date of birth and card numbers for AAFC staff and others who occupy AAFC buildings or who require routine access. The bank also contains information related to the access/egress to the buildings by cardholders. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name and date of birth. ***Class of Individuals:*** Employees of AAFC and other departments who occupy AAFC space as well as contractors who require access to the building on a routine basis. ***Purpose:*** The purpose of this bank is to maintain information related to the issuance, cancelation and use of identification and access cards. For safety and secutity reasons the cards are used to control building access and to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings. ***Consistent Uses:*** Issuance of identification and access control cards. Information may be used to produce reports for statistical analysis or for incident investigation. ***Retention and Disposal Standards:*** Information related to access to the AAFC buildings is collected solely for safety and security reasons. Information collected during core hours is purged on a daily basis. Information collected during silent hours and on entry control logs is retained for 2 years for investigation purposes and is then destroyed. Identification records are retained for 5 years after release from the department and are then destroyed. ***TBS Registration:*** 003981 ***Bank Number:*** AAFC PPU 211

Information Disclosed to Investigative Bodies
Description: This bank contains copies of requests from investigative bodies listed in the Privacy Regulations for access to personal information pursuant to section 8(2)(e) of the Act. The bank also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Consistent Uses:*** This bank will be used to compile statistics relating to requests from federal investigative bodies. Also this bank will be used for the auditing of the procedures concerning the exchange of personal information with investigative bodies as defined in section 8(2)(e) of the Privacy Act. ***Retention and Disposal Standards:*** Information held in this bank is retained for two years after the last entry date and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 002045 ***Bank Number:*** AAFC PPU 201

Mailing Lists
Description: This bank contains mailing lists with the names and addresses of individuals, academic and farming organizations, firms, companies, group, etc. ***Class of Individuals:*** Individuals, academic and farming organizations, firms, companies, groups, government officials, etc. ***Purpose:*** To maintain standard lists of individuals, organizations, groups, businesses, etc. for the purpose of mailing publications, reports, newsletters, press releases and other documentation on departmental activities and programs. ***Consistent Uses:*** The information is used to mail and distribute documentation to individuals on the mailing lists. Use of the mailing lists will be based on one of the following criteria: 1) The individuals were informed that their names and addresses would be used for that purpose. 2) The use of the names and addresses for a mailing list is authorized by legislation or a regulation. 3) The individuals have consented to being on a mailing list and/or to having additional information distributed to them. 4) It is clearly to the benefit of the individual or in the general public interest to distribute the information (this would only occur in exceptional circumstances). ***Retention and Disposal Standards:*** Records are updated continuously and the information is kept up to when superseded. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 002695 ***Bank Number:*** AAFC PPU 204

Privacy Request Files
Description: This bank contains Personal Information Request files sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. ***Class of Individuals:*** Individuals who apply under the Privacy Act for access to their personal files, including employees of Agriculture and Agri-Food Canada. ***Purpose:*** The information is used to administer access to personal information requests in accordance with the Privacy Act. ***Consistent Uses:*** The bank is used to access personal information requests; to report to Treasury Board and to Parliament on requests received and completed under the Privacy Act; to verify the identity of requesters; and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Files will be kept for two years after the last administrative use and then destroyed. ***PAC Number:***

78-001 ***Related to PR#:*** AAFC CSB 852 ***TBS Registration:*** 000907 ***Bank Number:*** AAFC PPU 195

Quality Service Response Mechanism Data Base
Description: This bank contains contact coordinates for individuals, Associations, and firms that have contacted either the Agriculture and Agri-Food Canada or the Canadian Food Inspection Agency 1-800 line. ***Class of Individuals:*** General public. ***Purpose:*** To maintain an administrative record of such calls to ensure all callers receive the requested information in a timely manner. ***Consistent Uses:*** To allow follow-up with the caller to permit quality service assurance such as to measure the timeliness of response and determine if the proper information has been provided. ***Retention and Disposal Standards:*** The records will be kept for a period of 12 months from the end of the fiscal year in which they occur and then these will be destroyed. ***Related to PR#:*** AAFC CSB 850 ***TBS Registration:*** 004004 ***Bank Number:*** AAFC PPU 010

Real Property Legal File
Description: This bank contains land grants, deeds, titles, leases and easements. ***Class of Individuals:*** Property owners, proprietors, tenants, licensees, lessees. ***Purpose:*** Information is used to conclude land transactions and for economic cost management of real property holdings. ***Consistent Uses:*** The information is also used to maintain legal records of holdings and transactions, and for cost control. ***Retention and Disposal Standards:*** Records are retained until they are of no further value to Agriculture and Agri-Food Canada (at least two years). Original documents are retained in provincial or court registry offices. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 907 ***TBS Registration:*** 002290 ***Bank Number:*** AAFC PPU 345

Revenue Accounting and Control
Description: This bank is used for managing the accounts receivable system to effect cost recovery on behalf of Agriculture and Agri-Food Canada. Related information is maintained to administer these responsibilities. ***Class of Individuals:*** Private sector individuals to whom invoices are issued to record their indebtedness to the Department. ***Purpose:*** Information is used to manage the granting of credit by the Department to individuals and the collection of revenues owing to the Department. The collection of revenues may involve the use of Private Collection Agencies and the provision to them of information provided by the individuals. ***Consistent Uses:*** Information may be used to recover debts due to the Department by set-off against any payment made by the Crown to individuals. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Records are retained for six years. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 915 ***TBS Registration:*** 002287 ***Bank Number:*** AAFC PPU 340

Surveys
Description: From time to time, agricultural and non-agricultural surveys are carried out by the Department to obtain information. These agricultural surveys include information on the socio- economic characteristics of farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts. The non-agricultural surveys include information on production, inventory and sales in the fruit, vegetable and dairy processing sectors. The bank also contains information from the grain and oilseed industries and the agri-food sectors. Program evaluations routinely collect information from the agricultural sector relating to program performance. Other similar surveys may occur as the need arises. ***Class of Individuals:*** Producers, processors, distributors, wholesalers and retailers. ***Purpose:*** This bank provides a base inventory of Canadian agriculture, as well as information for production, marketing, administrative and policy decisions. ***Consistent Uses:*** The results of the surveys will be used to provide statistics which will assist the various branches in assessing the relevance and impact of Department of Agriculture and Agri- Food programs, and the extent to which these have successfully achieved their objectives. ***Retention and Disposal Standards:*** Each survey will be retained for a minimum period of five years. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC CSB 850 ***TBS Registration:*** 001877 ***Bank Number:*** AAFC PPU 193

Market and Industry Services Branch

Agri-Food Development Agreements
Description: This bank is no longer active however contained information on clients' name, addresses, types of farms (livestock, crops, etc.); acres farmed, acres not farmed, cross farm sales by Statistics Canada Grouping; program applied to and program applied to and program description. The program was designed to improve competitiveness, self-reliance and long term sustainability of farms in the province; identify and develop domestic and export market opportunities; encourage the developments of production and processing activities; improve productivity and quality of agri-food products; and increase the contribution of the sector to the economy of Nova Scotia and Newfoundland and Quebec. The program focused on sub-programs of market development, technology development, introduction and acceleration, human resources development, land/soil management and information and evaluation. ***Class of Individuals:*** Any individuals or companies, organized producer groups, corporation or cooperatives, universities, research foundations, farm/producer organizations and government agencies involved in the

agri-food industry in Nova Scotia and Newfoundland and Quebec. ***Purpose:*** This information bank was used to make payments under the federal/provincial agri-food development agreements both in Nova Scotia (1988-94) and Newfoundland (1988-94) and Quebec (1993-98) to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** This bank was used to record payments received by individuals, companies, organized producer groups, partnerships, corporations or cooperatives and government agencie. Information could be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would have been made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files will be retained for 6 years, (N.S. & Nfld – March 31, 2000; Quebec – March 2004) ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC SIM 496 ***TBS Registration:*** 002028 ***Bank Number:*** AAFC PPU 245

Agri-Food Testing and Experimentation for Quebec
Description: This bank is no longer active but contained information on applicants' organizational structure, size of farm, projects description and amount of contribution requested from Agriculture and Agri-Food Canada. ***Class of Individuals:*** Organizations, individuals or firms associated with agricultural production or the food or beverage industries, research and specialized educational institutions. ***Purpose:*** The information was used to determine the eligibility of applicants, the level of financial assistance and to carry out the program's objectives of agri-food development. ***Consistent Uses:*** The bank was used to record payments to Quebec farmers. Information could have been used to assess applicants' financial and managerial capabilities and to assess projected economic benefits to be derived from undertaking specific projects and to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would have be done under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The files are retained for a minimum of six years (until March 31, 2004). ***Related to PR#:*** AAFC MIS 490 ***TBS Registration:*** 002930 ***Bank Number:*** AAFC PPU 186

Agri-Food Trade 2000 (AFT 2000)
Description: This bank contains information on clients' names, addresses, organizational structures, project descriptions and other pertinent information. ***Class of Individuals:*** The primary clients are industry associations and alliances which represent a significant portion of a given industry sector. Individual firms are eligible but usually would receive support only when representing a broader industry interest. ***Purpose:*** This bank is used by departmental/branch personnel to make informed/consistent decisions regarding the allocation of program dollars. ***Consistent Uses:*** The overall objective of AFT 2000 is to increase sales of Canadian agriculture, food and beverage products in domestic and foreign markets. The primary focus is to encourage export trade development that all supported activities will contribute either directly or indirectly to increasing market share for canadian products. ***Retention and Disposal Standards:*** This program will sunset on March 31, 2000. Files are stored for a minimum of three years until March 31, 2003. ***TBS Registration:*** 003929 ***Bank Number:*** AAFC PPU 370

Agricultural marketing Programs Act (AMPA) – Price Pooling Program
Description: This bank contains information on applicants under the Price Pooling Program, AMPA. This information includes names and addresses of the applicants, organizational structures, management and organizational process description, audited financial statements, marketing strategy, historical data on prices received, terms and conditions of guarantee provided ***Class of Individuals:*** Marketing agencies, producers organizations, processors. ***Purpose:*** To make informed/consistent decisions regarding the eligibility of the applicant and to establish the price guarantee. ***Consistent Uses:*** (1) Information is used to ensure adherence to the terms and conditions of AMPA; (2) to ensure compliance to the terms of the price agreement entered into with the marketing agency (3) to ensure the validity of claims for loss and to determine the government liability payment. ***Retention and Disposal Standards:*** These files are retained for a minimum of six years after the termination of the agreement of the liability payment. ***TBS Registration:*** 004270 ***Bank Number:*** AAFC PPU 209

Agricultural Marketing Programs Act (AMPA) Advance Payments Program
Description: This bank contains information on producer organizations applying under the Advance Payment Program, AMPA and on producers in default under the program. This information includes bank statements, credit checks, producers' and producer organizations' names and addresses, the amount of advances, payments, the repayment schedule, judgements against defaults, action taken by producer organization groups to obtain payment, organizational structures, management and organizational process description, audited financial statemens, terms and conditions of guarantee provided. ***Class of Individuals:*** Individual farm-product producers. ***Purpose:*** To ensure repayment of advances to producer groups and including Candadian Wheat Board, who distribute funds to individual producers under the Advance Payment Program. ***Consistent Uses:*** (1) Information is used to ensure adherence to the terms and conditions of AMPA and to take the necessary actions to ensure collection from defaulters. (2) Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs

under the Farm Income Assistance Initiative. ***Retention and Disposal Standards:*** These files are retained for six years after the payment of the loan. ***PAC Number:*** 78-001 ***Related to PR#:*** AAFC MIS 255 ***TBS Registration:*** 000897 ***Bank Number:*** AAFC PPU 140

Agricultural Testing Network Program for Quebec
Description: This bank is no longer active but contained information on the applicants' enterprises, number of livestock and acres in production, main production and the enterprises' capacity to meet the requirements set by the call for tender. ***Class of Individuals:*** Agricultural producers. ***Purpose:*** The information was used to determine the applicants' eligibility and to carry out the program's objective which is to accelerate the transfer of technology to the farm. ***Consistent Uses:*** The bank was used to record payments to Quebec producers. Information could have been used to assess the applicants' managerial capability and to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity was done under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The files will be stored for a minimum of 4 to 6 years (until March 31, 2004). ***Related to PR#:*** AAFC MIS 487 ***TBS Registration:*** 002938 ***Bank Number:*** AAFC PPU 251

Agriculture Labour Replacement Program
Description: This bank is no longer active but contained information on applicants' need for labour replacement in order that their aspiring or beginning farmers be able to attend a collegial course on farm business management. It also contained information on the level of assistance requested from Agriculture and Agri-Food Canada. ***Class of Individuals:*** Agricultural producers. ***Purpose:*** The purpose of the information was to determine the eligibility of the applicants, to establish the level of assistance and to carry out the objective of the program which was to improve the management skills of the young and beginning farmers. ***Consistent Uses:*** The bank was used to record payments to Quebec producers. Information could have been used to assess the applicants' managerial capability and used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity was made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The files will be stored for 4 to 6 years (until March 31, 2004). ***Related to PR#:*** AAFC POL 487 ***TBS Registration:*** 002937 ***Bank Number:*** AAFC PPU 327

Animal Pedigree Act
Description: This bank contains information on the breed associations and clients' correspondence pertaining to the Animal Pedigree Act (APA) such as breed associations' names and addresses, telephone numbers, etc. ***Class of Individuals:*** Breed Associations. ***Purpose:*** This bank is used to monitor the breed associations and to store information on inquiries into the APA and the specific breed associations. ***Consistent Uses:*** This bank is used to ensure that the breed associations are operating in compliance with the APA. ***Retention and Disposal Standards:*** Files are retained for 10 years. ***Related to PR#:*** AAFC MIS 455 ***TBS Registration:*** 002939 ***Bank Number:*** AAFC PPU 252

Atlantic Livestock Feed Initiatives (ALFI)
Description: This bank is no longer active but contained information on clients' application forms including gross costs of projects and the amount of Agriculture and Agri-Food Canada assistance. Some files may contain farm data on acres of crops and investment in facilities. ALFI was designed to develop a competitive and expanded livestock sector that is economically viable over the long term. ***Class of Individuals:*** Farmers, agri-business, universities, research institutions and farm organizations. ***Purpose:*** This information bank was used to make payments under the federal/provincial Livestock Feed Development Agreements with the Atlantic provinces to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** The bank was also used to record payments to individuals, corporations, agencies, associations and marketing boards. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would have been made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files will be retained for 6-7 years (March 31, 2001) and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC MIS 496 ***TBS Registration:*** 002042 ***Bank Number:*** AAFC PPU 315

Co-operation Agreement on Agriculture (CAA)
Description: This bank is no longer active but contained information on clients' names, addresses, types of farms (livestock, crops, etc.); acres farmed, acres not farmed; gross farm sales by Statistics Canada grouping; program applied to and project description. The program was designed to improve competitiveness, self-reliance and long-term sustainability of farms in the province; identify and develop domestic and export market opportunities; encourage the development of production and processing activities; improve productivity and quality of agri-food products; and increase the contribution of the sector to the economy of Prince Edward Island and New Brunswick. The program focused on these four sub-programs: market development and trade; innovative technology; business, entrepreneurship and organizational development, and land management and conservation. ***Class of Individuals:*** Any individuals or companies, organized producer groups, corporations or cooperatives, universities, research foundations, farm/producer organizations, and government agencies involved in the agri-food industry in Prince Edward Island and New Brunswick. ***Purpose:*** This information bank was used to make payments under the federal/provincial Co-operation Agreements on Agriculture both in Prince Edward Island

(1989-94) and New Brunswick (1989-94) to individuals, corporations, agencies, associations and marketing boards. ***Consistent Uses:*** The bank was used to record payments received by individuals, companies, organized producer groups, partnerships, corporations or cooperatives, and government agencies. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would have been made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files will be retained for six years. ***Related to PR#:*** AAFC MIS 496 ***TBS Registration:*** 002694 ***Bank Number:*** AAFC PPU 326

Farm Improvement and Marketing Co-operatives Loans Information
Description: This bank contains names and addresses of borrowers, the purposes and amounts of loans, and other financial details when a claim for loss is submitted. ***Class of Individuals:*** Farmers. ***Purpose:*** To facilitate the availability of intermediate and short-term credit to farmers for the improvement or development of farms. ***Consistent Uses:*** To ensure the validity of loss claims. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. The information will also be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. ***Retention and Disposal Standards:*** Records are retained for six years. ***PAC Number:*** 78-001 ***Related to PR#:*** AAFC MIS 465 ***TBS Registration:*** 000902 ***Bank Number:*** AAFC PPU 165

Grape and Wine Adjustment Program
Description: This bank is no longer active but contained information on clients' names, addresses, land location, quota for grapes, surplus grapes, etc., for producer applicants wishing to remove grape vines from production. ***Class of Individuals:*** Grape producers in Ontario, British Columbia, Quebec and Ontario. ***Purpose:*** This information bank was used to make payments under the Grape and Wine Adjustment Program for the removal of grape vines in surplus to industry needs. ***Consistent Uses:*** This bank was also used to evaluate producer eligibility. ***Retention and Disposal Standards:*** Files are retained for seven years (March 31, 2003) following program expiry. ***Related to PR#:*** AAFC MIS 488 ***TBS Registration:*** 002936 ***Bank Number:*** AAFC PPU 249

Soil and Water Environmental Enhancement Program (SWEEP)
Description: This bank is no longer active but contained the survey results from various research studies into socio-economic aspects of conservation tillage based on information gathered from individuals and groups in Ontario. ***Class of Individuals:*** Varies by survey but was primarily landowners, tenants, farm operators and rural organizations. ***Purpose:*** To meet two objectives of the Soil and Water Environmental Enhancement Program: to provide information on the adoption process for agricultural soil and water conservation techniques; to develop graduate students' expertise in the area of social and economic research on soil and water conservation issues. ***Consistent Uses:*** Information was used to improve aspects of government policy and program design and delivery for enhancing soil and water conservation systems. ***Retention and Disposal Standards:*** Files will be retained for eight years (March 31, 2001). ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC MIS 496 ***TBS Registration:*** 002034 ***Bank Number:*** AAFC PPU 275

Tobacco Transition Adjustment Initiatives (TTAI)
Description: The bank is no longer active but contained information on client's names, addresses and quota information on tobacco producers in Ontario, New Brunswick, Nova Scotia, Prince Edward Island and Quebec who had applied for assistance in terminating tobacco production. ***Class of Individuals:*** Tobacco producers in Ontario, New Brunswick, Nova Scotia, Prince Edward Island and Quebec. ***Purpose:*** The information was used to determine eligibility and make payments under the Tobacco Diversification Plan's Tobacco Transition Adjustment Initiatives. ***Consistent Uses:*** Same as in "Purpose". ***Retention and Disposal Standards:*** Files will be kept for up to 10 years (Ont – 2001; Qc – 2002; PEI/NS/NB – 2006). ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC MIS 496 ***TBS Registration:*** 002033 ***Bank Number:*** AAFC PPU 270

Policy Branch

Canadian Crop Drought Assistance Program
Description: This bank contains records of applications for drought assistance under the Canadian Crop Drought Assistance Program for the 1988 crop year. This information includes producer names, addresses and land locations, Canadian Wheat Board numbers, irrigation licence numbers, and Irrigation District/Prairie Farm Rehabilitation project name. ***Class of Individuals:*** Producers of all cultivated crops in areas determined by the Program to have significantly reduced yields as a result of the 1988 drought in Alberta, Saskatchewan, Manitoba and Ontario. ***Purpose:*** The information in this bank was compiled in order to facilitate the implementation of the program. It is used to determine the eligibility of producers for assistance and the level of assistance that they will receive under the program formula. It is also used to issue payments. ***Consistent Uses:*** (1) Information is used to determine the eligibility and the level of assistance to producers under the program formula, and to issue payments. (2) Data matching is done under Section 155 of the Financial Administration Act. The Minister may authorize retention

of funds for indebtedness to recover funds owing under the following: the Advance Payments for Crops Act, the Farm Improvement Loans Act, the Agricultural Stabilization Act, and the Special Canadian Grains Act. The potential for this disclosure was outlined in both the Program Terms and Conditions and the Claim Forms. (3) Information may be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. (4) The information will be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. ***Retention and Disposal Standards:*** Records are retained for six years after the date of application. ***Related to PR#:*** AAFC GOB 820 ***TBS Registration:*** 002584 ***Bank Number:*** AAFC PPU 182

Canadian Farm Business Management Program (CFBMP)

Description: This bank contains information on the CFBMP including information necessary to effectively deliver the various activities. CFBMP is an initiative funded by Agriculture and Agri-Food Canada. Implementation is generally through a provincial delivery organization which undertakes to have training materials developed, and training provided to eligible applicants. Program elements differ significantly between provinces. ***Class of Individuals:*** Farm producers participating in training courses. Contractors and consultants hired to develop materials and deliver courses. ***Purpose:*** This bank is used to identify and address the farm management needs in the agricultural sector and those contracted to undertake the development and delivery of farm business management courses. ***Consistent Uses:*** This bank is used to monitor farm management training and related services provided to producers. ***Retention and Disposal Standards:*** Files will be retained for the purpose of delivering the three-year initiative and for audit and evaluation purposes by the delivery organizations for periods specified in the agreements; after which, files will then be destroyed. ***Related to PR#:*** AAFC POL 487 ***TBS Registration:*** 002940 ***Bank Number:*** AAFC PPU 253

Canadian Rural Transition Program

Description: The bank contains information on clients' names, addresses, social insurance numbers, descendants' lists, as well as specific business criteria for making determination on eligibility. The case files are kept secured in Canada Employment Centre offices. ***Class of Individuals:*** Farmers who, by reasons of financial difficulty, have left or are leaving agriculture and are seeking assistance under the CRTP. ***Purpose:*** The application is the basis for determining the eligibility of an applicant to receive assistance under the Program, i.e. the Transition Grant and Supplementary Transition Assistance. Social insurance numbers (SINs) are collected by the CRTP under the authority of the Unemployment Insurance Act and are also required to determine applicants' eligibility, i.e., whether or not he/she is in receipt of unemployment insurance or social assistance. In addition, the SIN is the basis of identification for payment of eligible applicants by the Department of Supply and Services and is also of use in advising Revenue Canada (Taxation) of any taxable benefits received under CRTP in a given tax year, and receipts are issued accordingly to the client. ***Consistent Uses:*** In cases of acceptance, information rests with Canada Employment Centre offices. In cases of rejection, information is transferred to Ottawa Human Resources Decelopment Canada – CRTP Office/policy Agriculture and Agri-Food Canada where all rejections are reviewed, and in some instances, decisions to reject are overturned. ***Retention and Disposal Standards:*** All files will be kept for a minimum of two years after the client's farming activities have ceased. Canada Employment Centres will keep all files for the duration of the program (until March 31, 1997) and will then forward them to national headquarters for archival purposes. ***Related to PR#:*** AAFC POL 496 ***TBS Registration:*** 002044 ***Bank Number:*** AAFC PPU 325

Farm Consultation Service (FCS)

Description: The bank contains information on farmers in financial difficulty who have applied for review of their financial situation under the Farm Consultation Service, a Departmental Program developed as a complimentary program to the farm Debt Mediation Service. Specific information includes the applicant's name, address, principal commodity, creditors, estimated liabilities and list of all assets. The case files are kept secured in the Farm Consultation Service's offices. ***Class of Individuals:*** Farmers in financial difficulty. ***Purpose:*** The Farm Consultation Service ensure that farmer operators in financial difficulty have access to a financial review of their circumstances that would help resolve their difficulties and prevent more serious problems from occuring in the future. In order for the Farm Consultation Service to conduct a proper review, accurate financial information is required of the applicant. The information is provided on a Farm Financial Statement and may also include an Operational Plan. ***Consistent Uses:*** Copies of the Farm Financial Statement (and Operational Plan) are provided to the applicant. The information is used in evaluating the farmer's operations and developing an operational plan or alternatives to assist in improving the farmer's situation. ***Retention and Disposal Standards:*** All files will be kept six years from the date the file is closed or the last administrative action. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC POL 486 ***TBS Registration:*** 004007 ***Bank Number:*** AAFC PPU 226

Farm Debt Mediation Service (FDMS)

Description: The bank contains information on insolvent farmers who have applied for a review of their financial situation and mediation under section 5(1)(a) or (b) of the

Farm Debt Mediation Act. Specific information includes the applicant's names, address, principal commodity, creditors, estimated liabilities and list of all assets. The case files are kept secured in the FDMS offices. ***Class of Individuals:*** Insolvent farmers ***Purpose:*** the Farm Debt Mediation Act ensures that insolvent farmers, whether or not they have received a Notice of Intent to Realize on their security, have access to an impartial third party review and mediation. This includes a review of the farmer's financial affairs and mediation between the farmer and the farmer's creditors for the purpose of assisting them to reach a mutually acceptable arrangement. In order for the Farm Debt Mediation Service to conduct a proper review, accurate financial information is required of the applicant. The information is provided on a Farm Financial Statement and may also include a Recovery Plan. ***Consistent Uses:*** Copies of the farmer's Farm Financial Statement (and Recovery Plan) are provided to the mediator and to persons who will be participating in the mediation. The information is used in evaluating the farmer's alternatives and in mediation discussions with the farmer's creditors. The financial information of farmers in the province of Saskatchewan and Manitoba may be provided, with the farmer's consent, to the Saskatchewan farm Land Security Board and the Manitoba Board respectively to assist in their farm debt review programs. ***Retention and Disposal Standards:*** All files will be kept for a period of six years from the date the file closed or the last administrative action. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC POL 486 ***TBS Registration:*** 004008 ***Bank Number:*** AAFC PPU 227

Farm Debt Review Board

Description: The bank contains information on farmers in financial difficulty and on insolvent farmers who have applied for a review under section 16 and section 20 of the Farm Debt Review Act. Specific information includes the applicant's name, address, Social Insurance Number (SIN), principal commodity, creditors, estimated liabilities and list of all assets. The case files are kept secured in the Board's offices. ***Class of Individuals:*** Farmers in financial difficulty and insolvent farmers. ***Purpose:*** The Farm Debt Review Act ensures that farm operators in financial difficulty, or facing a farm foreclosure, have access to an impartial third-party review of individual circumstances and possible financing or re-financing options. In order for the Board to conduct a proper review, accurate financial information is required of the applicant. A voluntary agreement between a farmer and his or her creditor(s) for a mutually satisfactory arrangement is sought. Social insurance numbers are collected on the Farm Financial Statement under the authority of the Farm Debt Review Act to conduct reviews of detailed financial information regarding solvent and insolvent farmers in order to arrive at financial agreements with creditors and to provide assistance in facilitating arrangements with creditors. ***Consistent Uses:*** Copies of the farmer's financial information are provided to the FDRB panel members for review. The information is used in evaluating the farmer's alternatives and in mediation discussions with the farmer's creditors. The financial information of farmers in the provinces of Saskatchewan and Manitoba may be provided on a voluntary basis to the Saskatchewan Farm Land Security Board and the Manitoba Farm Mediation Board respectively to assist in their farm debt review programs. ***Retention and Disposal Standards:*** All files will be kept for a minimum period of six years from the date the file closed. ***PAC Number:*** 86-001 ***Related to PR#:*** AAFC POL 496 ***TBS Registration:*** 001867 ***Bank Number:*** AAFC PPU 176

Farm Level Data Services

Description: This bank contains demographic information, financial information, (i.e. farm balance sheet, farm income statement, revenue and expense documents, etc.) and detailed information on the production facilities, practices and physical and biological performance characteristics of the farm enterprises. ***Class of Individuals:*** Grain and Oilseed Farmers, Horticultural Farmers, Hog Farmers and Beef Farmers. ***Purpose:*** To develop a database of farm level production financial information that will enhance the whole farm and enterprise levels financial and production data in the various provinces. ***Consistent Uses:*** The information in this bank will be used to monitor and evaluate the existing and new agricultural programs such as GRIP and NISA as well for policy analysis on other issues such as relating to economic and environmental sustainability questions. ***Retention and Disposal Standards:*** The information will be kept for a minimum of 20 years. ***Related to PR#:*** AAFC POL 369 ***TBS Registration:*** 003122 ***Bank Number:*** AAFC PPU 141

Farm Support and Adjustment Measures II (FSAM II)

Description: Information collected under FSAM II will include names, addresses, Canadian Wheat Board permit book numbers, crop insurance contract numbers, telephone numbers, acreage figures, and farm sales and revenue data. ***Class of Individuals:*** Agricultural producers and other entitities who meet eligibility criteria. ***Purpose:*** This information would be collected to provide financial assistance to eligible applicants in the Prairie and Atlantic provinces. Information may also be used for the purpose of locating individuals in order to collect a debt owing to the Crown. ***Consistent Uses:*** The Government of Canada may use Canadian Wheat Board records, and\or Crop Insurance, Gross Revenue Insurance Plan, Net Income Stabilization Account, Special Canadian Grains Program, and Prairie Grain Advance Payments Administration records relating to the applicants` farming operations for 1989, 1990 and 1991 to verify the applicants` declarations. These records may also be used for program evaluation purposes. ***Retention and Disposal Standards:*** The retention and disposal schedules are currently under review. ***Related to PR#:*** AAFC POL 805 ***TBS Registration:*** 003141 ***Bank Number:*** AAFC PPU 184

National talent bank of farm and rural women
Description: Talent bank will be made up of names, addresses and phone contact numbers as well as personal profiles (C.V.s) of candidates qualified to serve on federal agencies, boards and commissions. ***Class of Individuals:*** Farm and rural women from the private sector in Canada ***Purpose:*** The Farm Women`s Talent Bank is used by the AAFC Minister and Deputy Minister when considering appointments to voluntary or paid positions on federal agencies, boards, commissions and consultation committees.The Bank supports the department`s efforts to increase representation of women in agricultural decision and policy making. Secondly, it broadens the department`s access to grassroots farm women in consultations on key policy and program issues ***Consistent Uses:*** As vacancies occur on AAFC agencies, boards and commissions, also when new committees/task forces are established. Ongoing. Access to and maintenance of the talent bank will be restricted to the offices of the Minister, Deputy Minister and the Farm women's Bureau. The Bureau will also monitor the consistent usage of the talent bank and produce quarterly or annual statistical reports for the Departmental's use. ***Retention and Disposal Standards:*** Talent bank records will be updated annually and retained for departmental 2 year standard unless specifically notified to the contrary by the Minister's or Deputy Minister's office. ***Related to PR#:*** AAFC POL 500 ***TBS Registration:*** 004006 ***Bank Number:*** AAFC PPU 185

Net Income Stabilization Account (NISA)
Description: NISA is a voluntary stabilization program in which individual producers make deposits to an individual account and contributions are matched by the federal and provincial governments. The producer is entitled to make account withdrawals when his net income is low. ***Class of Individuals:*** Eligible Canadian producers. ***Purpose:*** This information is collected on an annual basis to support producer and government contributions to individual NISA accounts. Portions of this account may be held with private financial institutions such as banks or credit unions. ***Consistent Uses:*** (1) In order to ensure that information submitted is consistent with information provided to Revenue Canada for income tax purposes, a link with the Social Insurance Number (SIN) or the Corporate Tax Number will be required. (2) Data obtained may be used for further verification or for program evaluation purposes. (3) Approval on the use of the SIN will be covered under the enabling Safety Net Legislation. (4) Data consisting of producers' NISA bank deposits, for example, will be exchanged with institutions with the producer's consent. (5) Names and addresses of producers may be used for distribution of material on new agricultural programs. (6) Information may be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** The retention and disposal schedules are currently under review. ***Related to PR#:*** AAFC POL 805 ***TBS Registration:*** 002929 ***Bank Number:*** AAFC PPU 183

Resource and Environmental Programs
Description: This bank contains information on clients' names, addresses, description of projects and level of assistance requested from Agriculture and Agri-Food Canada. Some files may contain farm data on the number of hectares in production, type of crops and manure handling facilities. The goals of these agreements are to define and implement the activities, programs, coordination processes, and levels of human, technical, and financial resource commitments by the federal and provincial governments to soil conservation. The overall purpose of these activities is the development and adoption of the most appropriate technology in soil resource management and use that is within practical economic limits and is compatible with the soil's capability, in order to sustain the long term productivity of the land. ***Class of Individuals:*** Dependent on the agreement, it may include individuals, groups of farmers, legally incorporated special interest groups, farm and agri-food organizations, conservation districts, universities, colleges, cooperatives, environmental groups, aboriginal groups, other provincial and municipal governments or agencies of these governments, provincial crown corporations, non-government corporations and financial institutions. ***Purpose:*** This information bank is used to determine the eligibility of the applicants, to establish the level of assistance, to carry out the objectives of the federal/provincial agreements on environmental sustainability under the National Soil Conservation Program, Environmental Sustainability Initiative, Land Management Assistance Program and the Green Plan in the following provinces: Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick, Quebec, Ontario and British Columbia, and to make payments to farmers, farm organizations, consultant firms and research institutions. ***Consistent Uses:*** This bank is used to record payments received by farmers, farm organizations, consultant firms and research institutions. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Files are retained for 3-6 years. ***Related to PR#:*** AAFC POL 495 ***TBS Registration:*** 002933 ***Bank Number:*** AAFC PPU 246

Special Canadian Grains Program
Description: This bank contains records of applications for income assistance (1986 and 1987) as a result of international trade subsidy wars. This information includes producer names, addresses and land locations, types of crops, number of acres planted and, where applicable, crop insurance numbers, Canadian Wheat Board numbers, irrigation licence numbers and Irrigation District/Prairie Farm Rehabilitation project names. ***Class of Individuals:*** Producers of grains, oilseeds and

specialty crops affected by the international subsidy war. ***Purpose:*** This information was collected in order to implement the program. It is used to determine the eligibility of producers for assistance and the level of assistance they will receive under the program formula. It is also used to issue payments. ***Consistent Uses:*** The information will be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. The information will be used to mail information about new agricultural programs. ***Retention and Disposal Standards:*** Records are retained for six years. ***PAC Number:*** 77-005 ***Related to PR#:*** AAFC POL 835 ***TBS Registration:*** 002375 ***Bank Number:*** AAFC PPU 181

Western Grain Stabilization Program

Description: The bank was used to administer stabilization payments to grain producers. It contains the grain receipts and levy payments of holders of permits issued by the Canadian Wheat Board in Manitoba, Saskatchewan, Alberta and British Columbia. ***Class of Individuals:*** Grain producers in Manitoba, Saskatchewan, Alberta and British Columbia. ***Purpose:*** Files in this bank were used to calculate and issue stabilization payments to participating grain producers. ***Consistent Uses:*** Disclosure: (1) On an individual request basis, account informationa supplied to Revenue Canada to assist in its investigations. (2) The four western provincial crown corporations (Manitoba Crop Insurance Corporation, Saskatchewan Crop Insurance Corporation and the Farm Income and Crop Insurance Branch of the British Columbia Ministry of Agriculture and Food requested use of our data bank. Information provided concerning specific producers' sales by grain type and tonnes (not sales value) and generally extends over a number of crop years. The requests are ongoing and average perhaps one per week involving perhaps a dozen producers at most. In addition, we also provided computer tape files of our participants identified by permit number only while quoting the outstanding levy to be deducted from these accounts. This information was used in conducting audits of crop insurance claims and in pursuing fraudulent claims through the courts. The computer tape files used for matching participant to claimant in order to determine the amount of levy to be deducted from the claimant's indemnity payment (the provincial corporations were registered as designated purchasers under the WAGS Act). (3) Western Grain Transportation Agency: Grain sales information specific to producers in a specific area covering a ten year period was provided. This was an annual request. This information is used to establish compensatory amounts for the additional cost of transporting grain by truck as a result of rail line abandonment and the closure of grain elevators contiguous to it. As additional rail lines become eligible each year for removal from the network, more producers are affected by elevator closures. (4) Canada Grains Council: Historical data which are non-specific as to producer. The data are statistical in nature and used by the council for various analyses and studies. This was an annual request at one time but we have not received a request for the past two years. (5) Auditor General: Complete copies of our master file of name and addresses as well as our payout file. The information is requested annually. The information is used to verify the propriety and accuracy of stabilization payments. (6) RCMP: Detailed information specific to individuals is provided which would include name and address as well as grain sales for one or more years. The information is requested on an as needed basis (very infrequently). This information is issued to conduct criminal investigations. (7) Statistics Canada: Statistical information is provided on an ad hoc basis. Requests are very infrequent. The information is not producer specific and is used to conduct various analyses and studies. (8) Canadian Wheat Board (CWB) Payouts: Producer permit numbers, participant status and the amount of levy yet to be deducted is provided to the CWB once or twice a year. Conversely, each week the CWB furnishes WGSA with a computer tape of name and address changes and new permit number issues. The information enables the CWB to match participant files to their payment files in order to deduct the WGS levy from interim, adjustment and final payments. Information on the payout and the levy by producer is returned for processing to the WGS accounts. The CWB also forwards information weekly providing information about new permit book numbers and name and address which is used to update the WGS data base prior to levy refunds or stabilization payouts. (9) Revenue Canada: Statutory set-offs are received and recorded to intercept amounts owing to the Crown. Levy refunds and stabilization payments are matched to the file of set-offs and may confirmed amounts are diverted to Revenue Canada. (10) Family Orders and Agreements Enforcement Assistance Act: Monthly a computer tape file is received from Justice Canada to perform a name and address match against the WGSA master file. The matching is carried out to identify payees against whom there is an outstanding summons. WGSA payments are intercepted and set aside for instructions from Justice as to the amount to be diverted. ***Retention and Disposal Standards:*** Records are held for 20 years. ***PAC Number:*** 77-005 ***Related to PR#:*** AAFC GOB 350 ***TBS Registration:*** 001715 ***Bank Number:*** AAFC PPU 180

Applications for Employment

Description: This bank contains information on individuals who have submitted written applications for employment as a research scientist, veterinarian agricultural officer or primary products inspector with Agriculture and Agri-Food Canada. The files contain letters, completed application forms, resumes, letters of reference, letters from Agriculture and Agri-Food Canada acknowledging receipt of applications. ***Class of Individuals:*** The bank contains personal information concerning individuals who are interested in securing

employment with the Department of Agriculture and Agri-Food and who meet the basic requirements for the above-mentionned positions. ***Purpose:*** These records are used for referral when vacancies arise. ***Consistent Uses:*** To maintain current inventories within the Department. ***Retention and Disposal Standards:*** The information is updated regularly at the request of the applicant. The research Branch manages the inventory of applicants for research scientist positions, and the Food Production and Inspection Branch manages the inventories for veterinarian, agricultural officer and primary products inspector positions. Records are maintained on an active basis for varying periods according to the specific inventory, and they can be reactivated at the request of the applicant. ***Related to PR#:*** RES ***TBS Registration:*** 002703 ***Bank Number:*** AAFC PPU 360

Governor-in-Council/Ministerial Personnel Records
Description: This bank contains manual and computerized information on current, former and possible incumbents of executive positions occupied by individuals appointed by Governor-in-Council (GIC) or Ministerial. Records include letters of recommendation, correspondence, memoranda, education, and employment history. GIC and Ministerial appointees and potential candidates for these positions. ***Class of Individuals:*** Individuals, employees of the Department, or senior officials of various Associations. ***Purpose:*** To support the requirements of the appointments officer in the role of identifying candidates and the maintenance of information of these executive appointments for various Boards or Council ***Consistent Uses:*** For appointments only. ***Retention and Disposal Standards:*** Two years after last administrative use. ***Related to PR#:*** AAFC HRB 860 ***TBS Registration:*** 004009 ***Bank Number:*** AAFC PPU 500

Inventory of Canadian Agri-Food Research
Description: This bank contains information on agricultural food, human nutrition, and Aquaculture and related biotechnology research projects under way in Canada. This includes research by federal and provincial governments, colleges, universities, corporations and private organizations. ***Class of Individuals:*** All persons conducting agricultural and food research. ***Purpose:*** To provide a current and retrospective inventory on research in agriculture and food and to produce a summary publication of person-year effort in agricultural research. ***Consistent Uses:*** The inventory is used to manage and allocate resources and to answer queries on agri-food research. ***Retention and Disposal Standards:*** These files are retained indefinitely. ***PAC Number:*** 71-055 ***Related to PR#:*** AAFC RBR 195, 200, 210, 215, 220, 225, 230, 240 ***TBS Registration:*** 000895 ***Bank Number:*** AAFC PPU 130

Soil and Water Conservation Programs
Description: Programs and activities which involve the storage of personal information include the PFRA Shelterbelt Program, the Southwest Saskatchewan Irrigation Projects, the Irrigation Demonstration Program, the Community Pasture Program, the Soil and Water On-Farm Activities, including the Rural Water Development and Soil Conservation Programs. ***Class of Individuals:*** Prairie farmers ***Purpose:*** The information is used to administer programs on stabilizing and rehabilitating lands sub-marginal for cereal production and conserving and storing water on the drought-prone prairies. ***Consistent Uses:*** Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Records are held for 53 to 66 years. ***PAC Number:*** 84-010 ***Related to PR#:*** AAFC PFA 510, 515, 520, 525, 530, 535, 540, 545, 550, 560. ***TBS Registration:*** 001719 ***Bank Number:*** AAFC PPU 220

Soil Conservation Survey of Attitudes
Description: This bank contains the results of surveys conducted in order to determine farmers' attitudes towards soil conservation, and to understand the limitations of soil conservation activities as perceived by farmers. ***Class of Individuals:*** Prairie farmers who have received technical, financial and material assistance from the Soil Conservation Program and prairie farmers whose farms are located in the vicinity of Prairie Farm Rehabilitation Administration groups. ***Purpose:*** The survey provides baseline data for future evaluations and the subsequent progression of soil conservation activities. This information is used to evaluate the level of satisfaction of farmers who received services under the Soil Conservation Program and the program's effectiveness, according to farmers, in sustaining soil resources. The results will be used to evaluate the existing programs and to develop future programs. ***Consistent Uses:*** Personal data will be cross-referenced with responses from the survey in order to assess the relative needs of certain target groups. The evaluation of the needs assessment may be used in revising existing programs as well as in the development of future programs. ***Retention and Disposal Standards:*** Records are retained for five years. ***Related to PR#:*** AAFC PFA 560 ***TBS Registration:*** 002583 ***Bank Number:*** AAFC PPU 350

Visiting Fellowship Applications and Records
Description: This bank contains applications by and records about individuals seeking visiting fellowships in the department. It includes personal information about the applicants and details about their education and experience. ***Class of Individuals:*** Individuals who received their doctoral degrees in the natural sciences or

engineering no earlier than than five years prior to the application deadline, or who expect to complete their doctoral degrees no later then 14 months following the application deadline ***Purpose:*** The information is used to assess and rank the applicants' qualifications against identified fellowship needs within the department. ***Consistent Uses:*** The information is used to select the best qualified persons for fellowships within the department. ***Retention and Disposal Standards:*** Unsuccessful files are retained for two years. Successful files are retained for five years. ***Note:*** The information is collected and distributed by the Natural Sciences and Engineering Research Council which administers this program on behalf of participating departments. ***PAC Number:*** 70-016 ***Related to PR#:*** AAFC RBR 195, 200, 210, 215, 220, 225, 230, 240 ***TBS Registration:*** 002288 ***Bank Number:*** AAFC PPU 137

Classes of Personal Information

General Correspondence and Enquiries
Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics and the humane transportation of animals. It also relates to general enquiries concerning agricultural research, market intelligence, food advisory information and financial assistance to marketing boards and co-operatives. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence
This class of information contains correspondence received by the Departmental Secretariat from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Agriculture and Agri-Food Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Other Programs and Agreements
This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, Federal-Provincial Agreements such as those under the Agricultural and Rural Development Act (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the name of the program concerned and the name of the specific project.

Manuals

- Administration Guidelines, Advance Payments Program, Agricultural Marketing Programs Act
- Administration Guidelines, Price Pooling Program, Agricultural Marketing Programs Act
- Agri-Food Safety Emergency Manual of Procedures
- Agri-Food Trade 2000 Procedures Manual
- Agriculture and Agri-Food Canada Forms Catalogue
- Departmental Security Manual
- Departmental Specialty Store Catalogue
- Drafting Standards Manual
- Farm Consultation and Farm Dept mediation Service
- Farm Consultation Service Manual
- Farm Debt Review Board Implementation Manual
- Farm Dept Mediation Service Manual
- Farm Improvement and Marketing Co-operatives Loans Administration Manual
- Financial Management Manual – Policies and Systems
- Food & Agriculture Emergency Response System (FAERS) Manual
- Guidelines and Procedures, Crop Insurance Act
- Human Resources Management Manual
- Information Handbook – Listeria monocytogenes
- Inspection and Trade Memoranda
- Inventory of Canadian Agri-Food Research Instructions Kit
- Manual for Describing Soils in the Field
- Manual of Administrative Policy and Procedures
- Operational Manual (Race Track Supervision)
- Pari Mutuel Betting Supervision Regulations
- PFRA Policy and Procedure Manual
- PFRA Survey Manual
- Precipitation and Evaporation Tables (1911-1981)

- Race Track Officer Training Manual
- Records Management Manual
- Reference Listing of Accepted Materials and Equipment
- Safety Manual
- SaturnTraining Manuals
- Small Dam Design and Construction Manual
- Stored Grain Pests
- The Official Grain Grading Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Public Information Requests Services

Corporate Services Branch
Agriculture and Agri-Food Canada
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613)759-1000

Reading Room

The library of this institution has been designated as a public reading room in accordance with Access to Information Act.

Canadian Agriculture Library
Reference Services, Room 169
Sir John Carling Bldg
930 Carling Avenue
Ottawa, Ontario
K1A 0C5

(613) 759-7068

Atlantic Canada Opportunities Agency
Chapter 2

General Information

Background
The Atlantic Canada Opportunities Agency was established in 1987 by an Act of Parliament as a federal government organization that works with businesses, business organizations, provincial governments and other federal departments to create new and lasting jobs and raise earned incomes across the region.

Responsibilities
To fulfill its mandate, ACOA pursues two distinct goals:

- To ensure that a wide variety of business development tools and resources are available to help more small businesses start-up, survive, prosper and create good, long-lasting jobs.
- To ensure that economic development programs and activities in the region are coordinated and designed to improve the climate for small business growth for all Atlantic Canadians.

Priorities
ACOA helps small firms create jobs, and generally works to improve the environment for business development, by focussing on the following strategic areas:

1. Entrepreneurship Development

2. Trade

3. Innovation and Technology

4. Tourism Development

5. Better Management Practices (BMP)

6. Access to Capital and Information

Service lines
To meet its objectives in each strategic priority area ACOA administers, or is involved in, a number of key programs and activities:

1. Business Development Program (BDP) – designed to help SMEs establish, expand or modernize by offering access to capital in the form of unsecured, interest-free loans.

2. ACF Equity Atlantic Inc. – a $30-million venture capital fund, designed to address the deficiency in venture capital availability in Atlantic Canada.

3. Community-Based Economic Development – grass-roots efforts by communities, with ACOA support, to improve their economic conditions.

4. Canada Business Service Centres – a network of four centres providing business-related services and products to SMEs and aspiring entrepreneurs in the region.

5. COOPERATION Agreements – federal/provincial, cost-shared programs designed to improve the environment for economic growth in Atlantic Canada.

6. Advocacy, Coordination and Procurement – continuous efforts to represent the region interests, while securing more federal government contracting opportunities in the Atlantic Provinces.

The industry portfolio
ACOA operates within the Industry Canada portfolio, which includes 13 departments and agencies that report through the Minister of Industry to Parliament.

As a member of the Portfolio, ACOA is the Atlantic region`s main contact point to federal government programs, services and policies – providing the most direct link available to other federal development organizations.

The Portfolio relies on the individual strengths and capabilities of its members, including ACOA. The Portfolio also brings certain advantages to ACOA, positioning it to better carry out its priorities and activities.

Legislation
- Government Organization Act, Atlantic Canada 1987 (Part I)
- Small Business Loans Act
- Special Areas Act

Organization
Activity Structure: ACOA's program is divided into two main activities or business lines: Development and Corporate Administration. The majority of ACOA's efforts towards the attainment of its objectives are accounted for under Development. The Corporate Administration business line isolates the administrative functions of the Agency from the direct program-related business of the organization.

Development: Support and promote opportunities for economic development in Atlantic Canada, with particular emphasis on SMEs, through planning, research analysis policy, program and project development and implementation and through advocating the interests of Atlantic Canada in national economic policy, program and project development and implementation.

Corporate Administration: Ensure that ACOA's resources are efficiently and effectively managed and that administrative systems and services are in place to

enhance management decision making, managerial accountability and operational control.

Organization Structure: ACOA's Head Office is in Moncton, New Brunswick. Head Office components are the Minister's office, the Secretary of State's office, the President's and the Executive Vice-President's offices, Programs and Development, Finance and Corporate Affairs, and Human Resources.

In each capital of the Atlantic provinces, regional Vice-Presidents are responsible for the delivery of ACOA programs. In Sydney, Nova Scotia, the Vice-President of Enterprise Cape Breton Corporation (ECBC) is responsible for delivering some ACOA programs in Cape Breton. Each Vice-President is equipped with Ministerial delegated authorities to approve most projects and proposals.

Through its Ottawa office, also headed by a Vice-President, ACOA advocates the interests of Atlantic Canadians in the development of national policies and programs, including the interest of the region's entrepreneurs related to federal procurement and carries out research related to economic development.

ACOA legislation provides for an ACOA Advisory Board. The Board has eight members who represent all areas in Atlantic Canada. The President of ACOA is Chairperson.

The President of ACOA is also President of the ECBC. ECBC is a Crown Corporation established by legislation to promote and assist the financing and development of industry on Cape Breton Island to provide employment outside the coal-producing industry and to broaden the base of the economy of Cape Breton Island.

Information Holdings

Program Records

ACOA – GENERAL

Description: Includes general correspondence, reports, policies, relating to ACOA. For example, general information on the Agency, who is responsible for what at ACOA, reviews by the Federal Government on ACOA's programs, delegated program authorities, and information on the creation of the Agency and its initiatives. ***Topics:*** Policy, General, Delegated Program Authorities, Interim Authorities, ACOA Initiatives, Creation of ACOA, Savoie/Transition to Maturity, ACOA Program Review, Repositioning ACOA/Strategic Planning. ***Program Record Number:*** ACO GEN 001

ACOA ACTION PROGRAM

Description: Includes correspondence, policies, evaluations, individual projects relating to the Action Program which was developed to provide direct financial assistance to small- and medium-sized businesses to increase competitiveness, expand sales, introduce new products or develop new businesses in selected industrial sectors. Eligible sectors included: aquaculture, business service industries (including services to primary sectors), commercial research and development facilities, manufacturing and processing, mining and tourism. Assistance was made available for seven main areas of activity: innovation, business studies, capital investment, procurement, marketing development, human resource development and business support. ***Topics:*** Policy, General, Action Program Review/Statistical, ACOA Action Program (AAP) Payment Procedures Directives, Repayable Contributions, Project Processing Time, Recoveries, Action Program Benefits Monitoring, Action Program Regulations, Action Program – Eligibility of Projects, Action Program Project Summary Forms, Action Program Human Resource Development Element, Action Program Evaluation, Stacking of Assistance, Individual Projects by province, Source Development Fund, Study Element, Innovation Element, Market Promotion Element, Business Support Element, Action Loan Program. ***Program Record Number:*** ACO PRO 012

ACOA COMMITTEES/MEETINGS/CONFERENCES

Description: Includes correspondence on the establishment, organization, functions, agendas, minutes, reports, and other records of committees, meetings, conferences and working groups which are specific to ACOA or are represented by ACOA. ***Topics:*** Policy, General, ACOA Boards, ACOA Advisory Board, ACOA Advisory Board Meetings, ACOA Advisory Board Communications Committee, ACOA Advisory Board Policy Committee, ACOA Advisory Board Project Review Committee, ACOA Executive Committee, Executive Committee/Meetings, Regional Operations & Policy Sub-Committee, Ministerial Executive Committee/Meetings, Standing Committee on Industry, ACOA Policy Meetings, Corporate Policy, Planning and Programs Meetings, Meetings with ACOA President, Small Business Conferences/Info Fairs, Atlantic Vision Conference, Federal/Provincial Harmonization Committee/Meetings Federal/Provincial Development Coordinating Committee, Interdepartmental Rural Communications Committee, Sommet de la Francophonie, Review Services Committee. ***Program Record Number:*** ACO GEN 030

ACOA STRATEGIC PRIORITIES/CORPORATE PLAN

Description: Includes correspondence, reports, relating to the Agency's strategic priorities in various sectors such as entrepreneurship, trade and investment, innovation and technology, human resource development, investment support, procurement, diversification, etc. , as identified in the whole business/corporate plan of the Agency. ***Topics:*** General, Industry Portfolio Strategic Plans. ***Program Record Number:*** ACO GEN 002

ADVOCACY

Description: Includes correspondence, reports, information relating to the Agency role in the Atlantic region to represent the interests of Atlantic Canada, and marketing the region's priorities on such issues as trade,

transportation, defence and procurement. ***Topics:*** Policy, General, Stora Forest Industries. ***Program Record Number:*** ACO PRO 009

ATLANTIC BASE CLOSURE ADJUSTMENT FUND/PROGRAM

Description: Includes correspondence relating to the establishment and administration of funds of the Base Closure Adjustment Program which assists communities in the Atlantic Canada affected by the closure or education of military installations, to attach new economic activity, diversify the industrial base and generate employment opportunities in the Atlantic Canada. ***Topics:*** Policy, General, Base Closure Adjustment Fund/Program – New Brunswick-Base Closure Adjustment Fund/Program, Newfoundland-Base Closure Adjustment Fund/Program, Nova Scotia-Cornwallis Park Development Agreement Base Closure Adjustment Fund/Program, Prince Edward Island. ***Program Record Number:*** ACO PRO 021

ATLANTIC ENTERPRISE PROGRAM

Description: Correspondence on the Atlantic Enterprise Program (AEP) which was developed to promote long-term economic growth in the Atlantic Canada. AEP offered financial assistance to businesses across a wide range of industry sectors and complemented the assistance programs of the Department of Regional Industrial Expansion (DRIE), such as the Industrial Regional Development Program (IRDP), the Small Businesses Loans Act (SBLA) and the federal-provincial sub-agreements. ***Topics:*** General, New Brunswick, Newfoundland, Nova Scotia, Enterprise Cape Breton, Prince Edward Island, Individual Projects. ***Program Record Number:*** ACO PRO 015

BUSINESS DEVELOPMENT PROGRAM – GENERAL

Description: Includes correspondence, reports, policies, regulations, as well as individual projects, relating to ACOA's new Business Development Program which is designed to help set up, expand or modernize small- and medium-sized enterprises. ***Topics:*** Policy, General, Payments, and Individual Projects. ***Program Record Number:*** ACO PRO 028

BUSINESS MANAGEMENT PRACTICES

Description: Includes correspondence, policies, reports, relating to the Business Management Practices initiative which was established to build a broadly-based partnership to make the most efficient use of business management practices, and increase awareness of the benefits accruing from quality management which are essential to any company's success. ***Topics:*** Policy, General, Human Resource Development. ***Program Record Number:*** ACO PRO 014

CANADA BUSINESS SERVICE CENTRES

Description: Includes all correspondence, reports, committees, business plans, budget information, business plans, etc. relating to the establishment, implementation and the management of this initiative which is to provide information and assistance to the public as a "One Stop Shop" on various programs and services offered by federal, provincial and municipal partners, as well as private partners. ***Topics:*** Policy, General, New Brunswick, Newfoundland, Nova Scotia, Sydney, Prince Edward Island, Operations Management Committee, Atlantic Managers Committee, Managing Partners Committee, Information Management Committee /Technology Sub-Committee, Information Specialist Committee, Atlantic CBSC Communications Team, Canadian Technology Network, Business Plans/Regionalization Plans, Budgets, Evaluations, Information Management Products (BIS/FaxBack, Internet) Staffing, Communications Issues, Reports, Auditor General Reports. ***Program Record Number:*** ACO PRO 007

CANADA INFRASTRUCTURE PROGRAM

Description: Includes correspondence, agreements, reports, projects, relating to the Canada Infrastructure Program which was established to renew municipal infrastructure, improve the environment and enhance Canada's competitiveness while accelerating economic recovery through job creation. ***Topics:*** Policy, General, New Brunswick Infrastructure Agreement, Newfoundland Infrastructure Agreement, Nova Scotia Infrastructure Agreement, Prince Edward Island Infrastructure Agreement. ***Program Record Number:*** ACO PRO 013

COMMUNITY DEVELOPMENT FUND

Description: Includes correspondence on the Community Development Fund which is a program established to assist communities affected by the closure of fish plants in Newfoundland. ***Topics:*** General. ***Program Record Number:*** ACO PRO 023

COMMUNITY DIVERSIFICATION FUND (NEWFOUNDLAND OFFICE)

Description: Includes correspondence on the Community Diversification Fund which is a program established to assist communities affected by the closure of CN Railway in Newfoundland. ***Topics:*** General, Bishop's Falls Community Diversification Fund. ***Program Record Number:*** ACO PRO 022

COMMUNITY FUTURES PROGRAM – GENERAL

Description: Includes correspondence and projects under the Community Futures Program which is to create linkages between community development organizations to achieve a more effective approach to business and economic development in local areas and improve service to small business while reducing overlap and costs and contribute to job growth. ***Topics:*** Policy, General and Individual Projects. ***Program Record Number:*** ACO PRO 029

CONSULTING ADVISORY SERVICE

Description: Includes policy, procedures, guidelines, correspondence and client project files relating to the Consulting Advisory Service. This service is administered

by the Business Development Bank of Canada (BDC) to provide, at ACOA's request and expense, contract services and administrative support in a limited number of cases where clients' needs cannot be met by consultants from the existing standing offer. ***Topics:*** Policy, General, ACOA Contracts. ***Program Record Number:*** ACO PRO 005

COOPERATION AND LIAISON (GENERAL/FEDERAL/PROVINCIAL/INTERNATIONAL/ UNIVERSITIES)

Description: Includes correspondence and material of a specific nature between ACOA and organizations, federal institutions, provincial governments, international organizations and universities. ***Topics:*** General, Atlantic Provinces Chamber of Commerce, Atlantic Provinces Economic Council, Atlantic Canada Chinese Business Council, Atlantic Provinces Education Foundation, Business Development Bank of Canada, Council of Maritime Premiers, Canadian Federation of Independent Business, College of Cape Breton (University) Canada Economic Development – Quebec Region, Canadian Bankers Association, Dalhousie University, Enterprise Cape Breton Corporation, Federal Regional Councils, Federal/Provincial Relations Office, Human Resource Development Canada, Indian and Northern Affairs Canada, Industry Canada, Moncton (Université de) Municipalities, Province of New Brunswick, Province of Nova Scotia, Province of Newfoundland, Organization for Economic Co-operation and Development, Privy Council Office, Province of Prince Edward Island, Statistics Canada, Universities – General, Western Economic Diversification. ***Program Record Number:*** ACO GEN 031

COOPERATION PROGRAM/ AGREEMENTS (Including ERDA's)

Description: Includes correspondence, reports, meetings, evaluations, federal/provincial framework, individual projects and individual federal/provincial agreements relating to the COOPERATION Program. This program was designed to create partnerships with the provinces and the private sector to assist in developing a variety of sectors of the Atlantic economy. ***Topics:*** Policy, General, Economic and Regional Development Agreement (ERDA) Meetings, COOPERATION Meetings, COOPERATION Program Task Force Meetings, COOPERATION Program Advisory Committee Meetings, ERDA Memorandum to Cabinet (MC), COOPERATION MC, Atlantic ERDA, COOPERATION Program Communications, Atlantic Livestock Feed Initiatives (ALFI), COOPERATION Program Evaluation, Federal/Provincial Framework. New Brunswick COOPERATION Program (individual projects listed in numerical order), the following agreements: Industrial Innovation and Technology, Industrial Development, Forest Renewal, Mineral Development, Fisheries Development, Tourism Development, Flood Damage Reduction, Economic Diversification, Agri-Food Development, Science and Technology, Transportation, Special Response, Cultural Development, Agreement on Urban Economic Development, Entrepreneurship and Human Resource Development, Travel Generators, Planning, Economic Development, New Brunswick Recreational Fisheries Development, Economic Development, Regional Economic Development. Newfoundland COOPERATION Program (individual projects listed in numerical order), the following agreements: Agri-Food, Burin Peninsula Development Fund, Fisheries, Flood Damage Reduction Program, Forestry, Mineral Development, Ocean Industry Development, Rural Development, Science and Technology, Tourism Development, Industrial Development, Comprehensive Labrador Subsidiary Agreement, Transportation, Enterprise Network, Urban Infrastructure, Environmental Improvement, Development Planning, Cultural Industries, Human Resource Development, Salmonid Enhancement/Conservation, Strategic Investment Industrial Development, Fishing Industry Development, Newfoundland Strategic Regional Diversification, Canada/Newfoundland Economic Renewal Initiative, Comprehensive Development Agreement. Nova Scotia COOPERATION Program (individual projects listed in numerical order), the following agreements: Agri-Food, Halifax Metro Sub-Agreements, Forestry, Strait of Canso, Tourism, Advanced Manufacturing Support, Technology Transfer and Industrial, Fisheries, Mineral Development, Industrial Development Opportunities, Sustainable Economic Development, Highway Improvement, Cultural Development, Economic Policy and Planning, Technology Development, Community Economic Development, Nova Scotia People Skills, Municipal Infrastructure, Economic Diversification, Recreational Fisheries Agreement. Prince Edward Island COOPERATION Program (individual projects listed in numerical order), the following agreements: Agri-Food, Cultural Industries, Energy, Forestry, Industrial Development, Tourism, Transportation, Market Development, Strategic Technology Development, Sustainable Economic Development, Urban Economic Development, Human Resource Development, Primary Resource Development, Planning Agreement, Regional Economic Development Agreement, Rural Economic Development Agreement. Pan-Atlantic COOPERATION Agreements: Pan-Atlantic Coordination & Research Initiatives (individual projects listed in numerical order), Pan-Atlantic Aboriginal Partnership Agreement, International Business Agreement (Atlantic Trade Agreement), Atlantic Agri-Products Competitiveness Initiative. ***Program Record Number:*** ACO PRO 016

COORDINATION

Description: Includes correspondence, reports, information relating to the Agency's role in the Atlantic Canada to increase the effectiveness of all federally sponsored economic activities by coordinating these interests among federal, provincial and private-sector partners. ***Topics:*** Policy, General, Official Languages Act, Canada-France COOPERATION Agreement Initiative. ***Program Record Number:*** ACO PRO 010

ENTREPRENEURSHIP PROGRAM

Description: Correspondence, reports, policies, forums, conferences, awards, publications, evaluations, relating to ACOA's initiative to promote entrepreneurship and small business development for the economic, social and cultural development of our country in partnership with private sector, provincial and territorial governments and the academic community. ***Topics:*** Policy, Entrepreneurship, Entrepreneurship Reports, Entrepreneurship Task Force, Pan-Atlantic Entrepreneurship Development Program, Entrepreneurship Proposals, Entrepreneurship Development Initiative (EDI), Young Entrepreneurs, Entrepreneurship Forums/Conferences/ Showcases, Entrepreneurship Business Awards, Publications (including State Of Small Business), The Leading Edge, Women and Entrepreneurship, Shad Valley Program, Entrepreneurship Evaluation, Entrepreneurship Task Force, Small Business Counselling. ***Program Record Number:*** ACO PRO 006

FISHERIES ALTERNATIVE PROGRAM

Description: Includes correspondence, individual projects, and evaluation of the Fisheries Alternative Program (FAP). This program covers the Federal Response and financial assistance given to Communities after termination or disruption in their major economic circumstances as a result of the downturn in the Atlantic fishing industry. ***Topics:*** Policy, General, Meetings/Conference Calls, Community Economic Development Program/FAP , Fisheries Alternative Program Evaluation, Individual Projects. ***Program Record Number:*** ACO PRO 020

FIXED LINK REDEVELOPMENT INITIATIVE

Description: Includes correspondence, reports, and projects relating to the Tripartite Agreement between Canada and the provinces of Prince Edward Island and New Brunswick. Funds provided by the Government of Canada are for the redevelopment of Borden, Prince Edward Island, and Cape Tormentine, New Brunswick, to offset adverse effects of termination of ferry service between Borden and Cape Tormentine. ***Topics:*** Policy, General, Cape Borden Redevelopment Program (Prince Edward Island Projects), Cape Tormentine Area Redevelopment Program (New Brunswick Projects). ***Program Record Number:*** ACO PRO 019

GOVERNMENT PROCUREMENT

Description: Correspondence, committees, meetings, programs on ACOA's procurement strategy to increase long term economic activity in Atlantic Canada and to help successful companies leverage federal contracts into non-government markets. ***Topics:*** Policy, General, Atlantic Opportunities Program (AOP), Annual Strategic Acquisition Plan (ASAP), Canadian Annual Procurement Strategy (CAPS), Atlantic Canada Supplier Development Program (ACSDP), Supplier Development Operations Committee, Access Small Business, Canadian Automated Air Traffic Control System Procurement (CAATS), Defence Procurement, Canadian Submarine Acquisition Project (CASAP), Armoured Vehicles, Canadian Patrol Frigates, Canadian Forces Supply System Upgrade (CFSSU), Tactical Command, Control and Communication System (TCCCS), Free Trade Agreement Procurement Provisions, Procurement Review Committee (PRC), Procurement Meetings, Studies on Procurement, Science and Technology Procurement Network, Western Supplier Development Program (WSDP). ***Program Record Number:*** ACO PRO 018

INDUSTRIAL REGIONAL DEVELOPMENT PROGRAM

Description: Includes correspondence and individual projects relating to the Industrial Regional Development Program (IRDP) established to promote regional industrial development through the support of private sector initiatives. The program provides financial assistance to business and non-profit organizations through contributions or repayable contributions. ***Topics:*** General, Individual Projects. ***Program Record Number:*** ACO PRO 017

INDUSTRIES – GENERAL

Description: Information dealing with all industry sectors within the Atlantic provinces which have been transferred to ACOA and with which ACOA has dealings. These sectors include: agriculture, defence, energy, environment, fisheries, forestry, manufacturing, mining, science and technology, health, geomatics, shipbuilding, tourism, trade and transportation. Three areas which stand out as major priorities for ACOA are Innovation and Technology, Tourism and Trade. ***Topics:*** General. ***Program Record Number:*** ACO IND 024

INNOVATION AND TECHNOLOGY

Description: Includes correspondence on Innovation and Technology, a priority for ACOA to enhance small- and medium-sized enterprise productivity and competitiveness by improving access to innovation and technology through programs designed to increase diffusion of best practice technology, foster the development and commercialization of technology-based tradeable goods and services, and develop regionally-strategic sectors. ***Topics:*** General, Space Program/Space Station, Networks of Centres of Excellence, Geomatics Industry, Communication and Information Technology, Meetings/Conferences, Science and Technology Committee for the Industry Portfolio, Atlantic Canada Technology Forum, Innovation and Technology Working Group, Technology Sessions/Breakfasts, Canada-Israel Industrial Research and Development Foundation, National Research Council of Canada. ***Program Record Number:*** ACO IND 025

POLICY, RESEARCH AND DEVELOPMENT

Description: Includes correspondence, reports, studies, research, development policies, liaison with other federal/provincial departments, relating to the regional economy. ***Topics:*** Policy, General, Federal/Provincial Economic Development, Harmonization, Atlantic

Economic Development, Micro Economic Action Plan, Studies General, ACOA Client Survey, Economic Study-Atlantic Region, Resource Guide – Case Studies, Informal Venture Capital in Atlantic Canada Study, Study of Financial Intermediary Market in Atlantic Canada, Policy Network. ***Program Record Number:*** ACO GEN 003

PROGRAMS/AGREEMENTS – GENERAL
Description: Includes correspondence, reports, and records relating to programs, initiatives, agreements and sub-agreements which ACOA is involved with through funding or support; these may be with other agencies, government departments (federal or provincial), groups or individuals. Also includes correspondence on the Program Evaluation general function of the Agency. ***Topics:*** Policy, General, Delegated Program Authorities, New Brunswick – Fundy Trail Endowment Fund, Newfoundland – John Cabot Corporation, Nova Scotia – Pictou County Economic Development Fund, Preston and Area Development Fund, Cape Breton – DEVCO-IDD/ECBC Transition, ECB/ECBC Assessment, Proposed ECBC/ACOA Transition, Venture Capital/Venture Loan Program (Business Development Bank of Canada), Canada Community Investment Fund, ACF Equity Atlantic Inc. , Seed Capital Fund, Workers' Investment Fund Inc. , PEI Capital Inc. (Island Capital Inc.), Joint Loan Investment Fund, Access to Capital, Heritage Canada/Main Street Program, Immigrant Investors Program, Unsolicited Proposals Program, Program Evaluations, Environmental Assessment, Sustainable Development Strategy, Federal/Provincial Overlap and Duplication Task Force, Regional Program Advisory Group, Federal Youth Strategy, Aboriginal Economic Development Strategy, Program Directors Meetings, Internal Review Committee, Rural Economic Renewal Initiative, Receivables Administration. ***Program Record Number:*** ACO PRO 004

PROGRAMS/AGREEMENTS – REPORTS
Description: Includes all reports (weekly, monthly, as well as annual reports/reports to Parliament) prepared for the Minister, the President and all Vice-Presidents on all ACOA Programs/Agreements. ***Topics:*** General, Weekly Reports, (Action Program, Business Development Program (BDP) Monthly Reports, Project Proposal Status Reports, Projects Approved/Accepted/Announced Reports, ACOA Annual Reports/Five-year Report/Reports to Parliament, Quarterly Reports (Action Program, Fisheries Alternative Program (FAP)), Quarterly Reports (Four Atlantic Provinces – Economy), COOPERATION Program Reports, COOPERATION Program Expenditures/Projections (Monthly Report), FAP Reports, Quarterly Report (Loan Insurance, Action Loan and Contribution), Inventory of ACOA Programs, Infrastructure Program Reports, Infrastructure Works – Approved Projects Reports, Advocacy and Coordination Activity Reports, Education Public Awareness Program Progress Reports, Quarterly Job Impact Reports, Project Processing Reports (Action, FAP, BDP), Environmental Assessment Activity Reports. ***Program Record Number:*** ACO PRO 008

SMALL BUSINESS LOAN ACT PROGRAM
Description: Includes correspondence relating to the Small Business Loans Act (SBLA) Program to encourage lenders in the private sector to increase, the availability of loans for the purpose of the establishment, expansion, modernization and improvement of small business enterprises. ***Topics:*** Policy, General, SBLA Program Review. ***Program Record Number:*** ACO PRO 011

TOURISM
Description: Includes correspondence, policies, seminars and conferences, agreements, projects relating to Tourism: a priority of ACOA to build the industry into a long-term generator of new jobs by helping industry organizations and private-sector operators become more efficient in their use of resources and by emphasizing a coordinated approach to international marketing, research and training. ***Topics:*** Policy, General, Canada/Atlantic COOPERATION Agreements on Tourism Marketing, Coast of Difference, New Brunswick Tourism, Newfoundland Tourism, Nova Scotia Tourism, Cape-Breton Tourism, Prince Edward Island Tourism, International Tourism Marketing Agreement and initiatives, Atlantic Canada Tourism Partnership Management Committee, Marketing Advisory Committee, Tourism Canada, National Heritage Tourism Initiative, Air Transportation (Tourism), Canadian Tourism Commission, Meetings/Conferences, Atlantic Canada Agreement on Tourism Development, Tourism Industry Association of Canada. ***Program Record Number:*** ACO IND 026

TRADE
Description: Includes correspondence, publications, meetings, missions, trade shows relating to the ACOA trade initiative in the Atlantic Canada to foster a cohesive approach to Atlantic trade development, promote Atlantic exports through incoming missions of foreign trade commissioners; develop a training strategy for the small- and medium-size enterprises (SMEs) and those providing assistance to SMEs. ***Topics:*** Policy, General, Multilateral Trade Negotiations, Sydport International Trade Zone, General Agreement on Tariffs and Trade (GATT), Pre-Trader Demonstration Project, Trade-in Services, Interprovincial Trade, International Trade, Trade Missions/Trade Shows, Meetings/ Committees/ Conferences, Investment Promotion, Trade Proposals. ***Program Record Number:*** ACO IND 027

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Vehicles

Personal Information Banks

Staffing
Description: This bank contains general documentation related to specific positions as well as documentation related to performance in competitions. ***Class of Individuals:*** The information held includes application forms, resumés, appraisals, assessments, board reports, eligibility lists and agreements to undertake language training. ***Purpose:*** The purpose of this bank is to assess applicants for positions. Information is also used during competitions as well as for making appointments based on the eventual lists of eligible candidates. ***Retention and Disposal Standards***: Records are retained for two years after the eligibility list for a staffing action expires, or for two years after any other administrative action. Records are then destroyed. ***TBS Registration:*** 003357 ***Bank Number:*** ACO PPU 005

Manuals

- ACOA Acquisition Card Policy
- ACOA Classification Designation Guide
- ACOA Financial Coding Manual
- ACOA Parking Policy
- ACOA Vehicle Management Policy
- Business Development Program – Policy and Procedures Manual
- Classification/Designation of Information Guide
- Commitments
- Community Futures Program – Policy and Procedures Manual
- Employee Codes
- Employee Guide to Government Security
- GMAX (Entry and Escape)
- Guidelines for the Preparation of Minister's Correspondence
- Guidelines for the Preparation of the President's Correspondence
- Payment Authorization
- Payment Requisition
- Pre-authorized Payments for Travel
- Stop Payment/Cancelled Cheques
- Subject Classification Guide
- Supplier Codes (Operating and Maintenance, and Grants and Contributions)
- The ACOA Trade Toolkit
- Visual Identity Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Head Office

Atlantic Canada Opportunities Agency
644 Main Street, 3rd Floor
P. O. Box 6051
Moncton, New Brunswick
E1C 9J8

(506) 851-2271

Reading Room

The library at the Agency Head Office has been designated as a public reading room for the purposes of the Access to Information Act. The address is:

Library

Atlantic Canada Opportunities Agency
Head Office
644 Main Street, 3rd Floor
P. O. Box 6051
Moncton, New Brunswick
E1C 9J8

Atlantic Pilotage Authority Canada
Chapter 3

General Information

Background
As a result of recommendations made by the Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities – Atlantic, Laurentian, Great Lakes, and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority was incorporated in carrying out the Pilotage Act in 1972, and pursuant to the Financial Administration Act, (Schedule SC 1983-84, 31) was designated a Schedule III Part I Crown corporation.

Responsibilities
The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries – all coastal waters in the Atlantic region. As a further goal, the authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Legislation
- Atlantic Pilotage Regulations
- Authority By-Laws
- Canadian Shipping Act
- General Pilotage Regulations
- Pilotage Act

Organization
♦ Administration Division
This Division provides administrative and financial services as required to operate within accepted corporate business procedures.

♦ Operations Division
This Division provides pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

Information Holdings

Program Records
Pilotage Services
Description: Information on the provision of pilotage services within the Atlantic region. ***Topics:*** Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs. ***Program Record Number:*** APA OPD 005

Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of National Transportation Agency of Canada hearings. ***Program Record Number:*** APA OPD 010

Manuals
- Accident Reports and Investigations
- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

Additional Information
Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Atlantic Pilotage Authority
Purdy's Wharf, Tower 1, Suite 1402
1959 Upper Water Street
Halifax, Nova Scotia
B3J 3N2

(902)426-2550

Reading Room

An area on the premises of this institution has been designated as a public reading room according to the provisions of the Access to Information Act. The address is:

Suite 1402
1959 Upper Water Street
Halifax, Nova Scotia
B3J 3N2

Atomic Energy Control Board
Chapter 4

General Information

Background
The Atomic Energy Control Board was established in 1946 by the Atomic Energy Control Act. It is a departmental corporation, named in Schedule II of the Financial Administration Act. The AECB reports to Parliament through a designated Minister, currently the Minister of Natural Resources Canada.

Responsibilities
Our mandate is to ensure that the use of nuclear energy in Canada does not pose an unreasonable risk to health, safety, the environment and national security. This mandate extends to the control of import and export of nuclear materials and other prescribed substances, equipment and technology, and to fulfilling Canada's obligations under the Canada-International Atomic Energy Agency Safeguards Agreement, pursuant to the Treaty on the Non-Proliferation of Nuclear Weapons. We achieve our mandate through regulations that establish a comprehensive licensing system which covers nuclear facilities, nuclear materials and other prescribed substances and equipment, including the certification of domestic and foreign transport package designs. This licensing system, which operates on a cost recovery basis, is administered to take into account the concerns and responsibilities of federal and provincial government departments in such areas as health, environment, transport, and labour. We also contribute to international agencies and, through cooperation agreements, assist other countries in improving their regulatory controls of nuclear materials and facilities.

Legislation
- Atomic Energy Control Act, R.S.C., 1985, chapter A-16
- Nuclear Liability Act, R.S.C., 1985, chapter N-28

Organization
The Board is constituted as a corporate body with five members, one of whom is President and Chief Executive Officer appointed by the Governor in Council. Through the President, the Board receives advice from: two independent committees — the Advisory Committee on Radiological Protection and the Advisory Committee on Nuclear Safety — composed of technical experts from outside our organization; a Legal Services Unit, composed of legal experts provided from the Department of Justice; and a medical liaison officer, who represents the Group of Medical Advisors. Our officers and employees implement the policies of the Board and make recommendations to the Board on regulatory matters. Staff is organized into five directorates as described below.

♦ Directorate of Reactor Regulation
The Directorate of Reactor Regulation is responsible for the regulation of nuclear power reactors, including the development of safety standards and licence conditions; the assessment of licence applications and reactor operations; the making of licensing recommendations to the Board; and compliance activities.

♦ Directorate of Fuel Cycle and Materials Regulation
The Directorate of Fuel Cycle and Materials Regulation is responsible for the regulation of uranium mining and processing into fuel; research facilities and particle accelerators; radioisotope production and use; radioactive waste; and the transport of radioactive materials. This includes the development of safety standards and licence conditions; the assessment of licence applications and licensee operations; the making of licensing recommendations to the Board; and compliance activities. The Directorate is also responsible for the technical aspects associated with decommissioning.

♦ Directorate of Environmental and Human Performance Assessment
The Directorate of Environmental and Human Performance Assessment is responsible for the assessment of licensees' programs and performance in the areas of radiation and environmental protection, emergency preparedness planning, quality assurance, training and human factors. Other responsibilities include technical training for our staff and foreign staff under cooperation agreements; our obligations under the Canadian Environmental Assessment Act; assessment of unplanned events and performance at licensed facilities; incident investigation; research programs; and the development of standards.

♦ Secretariat
The Secretariat is responsible for the administrative support to Board members and advisory groups; external relations, corporate documents and public communications; corporate planning and coordination services including implementation of the Nuclear Safety and Control Act; non-proliferation, safeguards and security activities; interaction with Department of Justice legal counsel at the AECB; our responsibilities under the Nuclear Liability Act, the Access to Information Act and the Privacy Act; and corporate audit & evaluation.

♦ Directorate of Corporate Services

The Directorate of Corporate Services is responsible for supplying services to the organization to enable it to manage its human, information, financial and physical resources. The Directorate is also responsible for internal security and for administering our Employment Equity, Conflict of Interest, Official Languages and Cost Recovery programs.

Information Holdings

Program Records

Accelerator Facilities
Description: Information on licensed accelerator and particle accelerator facilities in Canada. ***Topics:*** Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron. ***Program Record Number:*** AEB DFC 080

Associations, Societies and Institutions
Description: Information on professional organizations with which the AECB consults on matters related to nuclear energy. ***Topics:*** Standards-writing organizations – Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency. ***Program Record Number:*** AEB DRR 115

Atomic Energy Control Regulations
Description: The regulations pursuant to the Atomic Energy Control Act as they apply to prescribed substances and items, nuclear facilities, the appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of medical advisers, and protection of the public and the environment. ***Program Record Number:*** AEB SEC 235

Atomic Energy Legislation
Description: Information on the Atomic Energy Control Act and amendments. ***Program Record Number:*** AEB SEC 230

Atomic Energy of Canada Limited (AECL) – Licensing
Description: General licensing information on nuclear facilities operated by Atomic Energy of Canada Limited. ***Topics:*** Reactors – NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke. ***Program Record Number:*** AEB DRR 060

Canadian Uranium Policy
Description: The Canadian uranium policy on exports, anti-trust matters and nuclear energy. ***Program Record Number:*** AEB DRS 130

Committees
Description: Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). Information on committees in which AECB staff are active. ***Program Record Number:*** AEB SEC 025

Computer Codes
Description: Information on computer codes used in reactor operations. ***Topics:*** Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment. ***Program Record Number:*** AEB DAA 100

Coordination and Planning
Description: Information on the Board's internal and external coordination and planning. ***Program Record Number:*** AEB SEC 205

Domestic Reactors
Description: Information on the reactors currently in use in Canada. ***Topics:*** Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance. ***Program Record Number:*** AEB DRR 055

Emergency Planning Activities
Description: Information on emergency planning activities. ***Topics:*** Federal procedures; coordination of federal, provincial and international procedures. ***Program Record Number:*** AEB SEC 210

Federal Departments
Description: General information on liaison with other federal departments and agencies. ***Program Record Number:*** AEB SEC 225

Foreign and Marine Reactors
Description: Reactors in the U.S.; marine reactors; foreign reactors outside the U.S. ***Program Record Number:*** AEB DRR 065

Foreign Governments
Description: Information on all foreign governments with which Canada has been or is involved in the nuclear field. ***Topics:*** International nuclear safeguards; export-import controls; various reports dealing with the preceding subjects from foreign countries. ***Program Record Number:*** AEB DRS 120

Fuel Processing Facilities
Description: Information on fuel processing facilities in Canada. ***Topics:*** Operation; licensing; compliance inspections; radiation exposure data. ***Program Record Number:*** AEB DFC 200

Health Physics
Description: Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment. ***Program Record Number:*** AEB DAA 245

Heavy Water Plants
Description: Information on heavy water plants in Canada.
Topics: Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes. ***Program Record Number:*** AEB DRR 195

Heavy Water Plants
Description: Information on the safety assessment of design and operation of heavy water plants. ***Program Record Number:*** AEB DRR 105

Inspections
Description: Information on inspections, field instrumentation and special investigations. ***Program Record Number:*** AEB DFC 180

Inspections
Description: Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. ***Topics:*** Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding. ***Program Record Number:*** AEB DRR 045

International Organizations
Description: Information on international organizations in the nuclear energy field. ***Topics:*** International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations – Organization for Economic Co- operation and Development, International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency. ***Program Record Number:*** AEB SEC 215

Licensing
Description: Information on licensing of reactors and sites by the AECB. ***Program Record Number:*** AEB DRR 035

Mining, Exploration and Prospecting
Description: Information on every uranium mining and milling facility in Canada. ***Topics:*** Operation; licensing; requirements; health and safety BF personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling. ***Program Record Number:*** AEB DFC 185

Nuclear Devices
Description: Information on manufacturers of nuclear devices. ***Topics:*** Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators. ***Program Record Number:*** AEB DFC 165

Nuclear Liability
Description: Information on the Nuclear Liability Act and its association with the Canadian nuclear program; also insurance aspects of nuclear liability. ***Program Record Number:*** AEB SEC 220

Organization and Functions
Description: Information on AECB activities ***Topics:*** Organization of the Board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and Minister's briefings. ***Program Record Number:*** AEB SEC 005

Orientation Facilities
Description: Information on foreign countries interested in purchasing CANDU reactors or technology. ***Program Record Number:*** AEB DOA 260

Particle Accelerators
Description: General information on particle accelerators. ***Topics:*** Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada. ***Program Record Number:*** AEB DFC 075

Prescribed Equipment
Description: Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators. ***Program Record Number:*** AEB DRS 125

Prescribed Substances
Description: Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radio-isotopes in Canada. ***Topics:*** Use; exports; policies; health precautions. ***Program Record Number:*** AEB DFC 155

Prescribed Substances – Accidents, Unauthorized Uses
Description: Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. ***Topics:*** Contamination of jewellery and pottery; improper safeguards for radio-isotope use BF hospitals, pharmaceutical labs, research labs; transportation accidents; unauthorized

uses of radioactive materials; contamination. ***Program Record Number:*** AEB DFC 175

Provincial Governments
Description: Information on dealings with the provincial governments and two territories. ***Program Record Number:*** AEB SEC 240

Public Information
Description: Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; public opinion projects; editorial services; translation and revision. ***Program Record Number:*** AEB SEC 020

Quality Assurance
Description: Information on the overall design quality of nuclear facilities. ***Topics:*** Standards; manufacturers; manufacturer quality assurance programs. ***Program Record Number:*** AEB DAA 110

Radiation Protection
Description: Information on radiation protection for workers, public and environment affected by reactor facilities.
Program Record Number: AEB DRR 040

Radioactive Waste Management Facilities
Description: Information on every radioactive waste management facility in Canada. ***Topics:*** Low-level storage; high-level storage; reactor wastes; uranium tailings; chemical treatment; licensing; maintenance; compliance. ***Program Record Number:*** AEB DFC 190

Reactor Codes and Standards
Description: Quality assurance codes and standards used in the design of nuclear facilities. ***Topics:*** Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU. ***Program Record Number:*** AEB DAA 095

Reactor Operating Training
Description: Information on the training and examination of reactor operators according to AECB standards. ***Topics:*** Reactor Operating Training; Ontario Hydro, Hydro-Quebec, New Brunswick Electric Power Commission. ***Program Record Number:*** AEB DRR 070

Reactor Personnel
Description: Information on the training and examination of all reactor personnel. ***Program Record Number:*** AEB DRR 085

Reactor Safety
Description: Information on the development of safety requirements for nuclear facilities. ***Topics:*** Siting guides; reactor safety criteria. ***Program Record Number:*** AEB DRR 090

Reactors – General
Description: General information on the operation of reactor facilities. ***Program Record Number:*** AEB DRR 030

Regulatory Documents
Description: Research contract process (including reports); licensing guides and regulatory standards for the nuclear energy field and prescribed substances. ***Topics:*** Regulations safeguard; techniques; socio-economic impact analyses. ***Program Record Number:*** AEB DRS 255

Safeguards
Description: Policies and measures for the non-proliferation of nuclear energy. ***Topics:*** Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices. ***Program Record Number:*** AEB DRS 150

Safeguards Support Program
Description: Research and development contract reports and Safeguard Support Program Reports. ***Program Record Number:*** AEB DRS 250

Security
Description: Information on the physical security of nuclear facilities and personnel. ***Program Record Number:*** AEB DRS 140

Steam Rebuild Programs
Description: Information on improvements of original deficient steam generators in some of the reactors. ***Topics:*** 600MW, 500MW, and 850MW steam generator rebuild programs. ***Program Record Number:*** AEB DRR 050

Transportation
Description: Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. ***Topics:*** Shipping regulations; labelling requirements for radio-isotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation BF air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs. ***Program Record Number:*** AEB DFC 160

United Nations Disarmament Commission
Description: Information on the United Nations Non-Proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy. ***Program Record Number:*** AEB DRS 145

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting access to files, the replies to such requests and information related to their processing. ***Class of Individuals:*** Canadian citizens, permanent residents of Canada and individuals present in Canada. ***Purpose:*** It is used for processing access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** These files will be kept for two years and then destroyed.***TBS Registration:*** 004128 ***Bank Number:*** AEB PPU 045

Applications for Employment
Description: This bank exists to maintain an inventory of applicants from the general public or the federal government for employment with the AECB. It includes correspondence, applications for employment, curricula vitae and other personal information. ***Class of Individuals:*** Individuals seeking employment. Purpose: This bank is used to identify applicants for possible future appointments to the Board staff. ***Retention and Disposal Standards:*** Records are retained in the bank for one year and then destroyed.***TBS Registration:*** 004126 ***Bank Number***: AEB PPU 035

Examinations and Results
Description: This bank maintains a record of the examinations given to personnel at nuclear reactor facilities. Data include names of individuals, titles of examinations written and results in terms of success or failure. ***Class of Individuals:*** Employees at nuclear generating stations. ***Purpose:*** The AECB sets these examinations to ensure that the requirements for operating personnel are met. ***Retention and Disposal Standards:*** Records are retained for two years before they are transferred to the National Archives of Canada. ***PAC Number***: 91-024 ***TBS Registration:*** 004123 ***Bank Number:*** AEB PPU 015

Health and Safety Regulations: Inspection Officers
Description: This bank may contain data on nationality, age, sex, education and special training, and employment history, as well as correspondence with provinces leading to appointments. There may be sensitive material relating to federal-provincial negotiations for service. ***Class of Individuals:*** Canadian citizens and residents of ***Canada.*** ***Purpose:*** The purpose of this bank is to record information relating to the appointment of employees of provincial government departments or health institutes, to act as inspectors under the Atomic Energy Control Regulations. The bank provides an up-to-date identification of individuals appointed as inspectors. ***Retention and Disposal Standards:*** Records are kept for 5 years and then destroyed. ***PAC Number:*** 91-024 ***TBS Registration:*** 004122 ***Bank Number:*** AEB PPU 010

Health and Safety Regulations: Medical Advisers
Description: The bank contains names and details concerning present employment and area of jurisdiction, and communications between the AECB and parent agencies or the individuals prior to appointment. The bank provides an up-to-date status of individual appointments by name. Individuals this bank relates to are all qualified medical officers, who may be from provincial government departments, hospitals, institutions, or the federal service. ***Class of Individuals:*** Canadian

citizens, medical officers. ***Purpose:*** The purpose of the bank is to record information on the appointment of medical advisers to the AECB. ***Retention and Disposal Standards:*** Records are retained during the tenure of appointment and for two years subsequently, they are then sent to the National Archives of Canada. ***PAC Number:*** 91-024 ***TBS Registration:*** 004121 ***Bank Number:*** AEB PPU 005

Personal Service Contract Files
Description: The bank includes basic personal data, subject matter and terms of contract. ***Class of Individuals:*** Information on organizations and individuals from the private sector under contract for services. ***Purpose:*** The purpose of the bank is to maintain an accurate account of all contracts. The primary use of the bank is to record negotiations between the AECB and the individuals concerned. Retention and Disposal Standards: Records are retained for two years before being transferred to the National Archives of Canada. ***PAC Number:*** 91-024 ***TBS Registration:*** 004127 ***Bank Number:*** AEB PPU 040

Reactor Operators and Training
Description: Data in this bank include a record of correspondence, details of education and experience, and basic personal information. ***Class of Individuals:*** Employees at reactor sites. ***Purpose:*** The purpose of the bank is to provide an accurate and up-to-date record of all information on authorizations and appointments of individuals to designated positions at nuclear generating stations and research reactor sites. ***Retention and Disposal Standards:*** Records are retained for two years before being transferred to the National Archives of Canada. ***PAC Number:*** 91-024 ***TBS Registration:*** 004124 ***Bank Number:*** AEB PPU 020

Reactor Personnel
Description: Data include summaries of the individual's examination results, copies of all authorizations issued for the appointment of the individual to designated positions, and correspondence specifically relating to the individual. ***Class of Individuals***: Employees who work at a nuclear site. Purpose: The purpose of the bank is to maintain a record of each individual's examination and authorization for designated appointments at nuclear reactor facilities. ***Retention and Disposal Standards:*** Records are retained for two years before being transferred to the National Archives of Canada. ***PAC Number:*** 91-024 ***TBS Registration:*** 004125 ***Bank Number:*** AEB PPU 025

Miner Exposure Database
Description: This bank contains basic personal information collected from the personnel files of all miners who worked at the Rio Algom and Denison Mines in Elliott Lake from the early 1950's to the mid-1980's. ***Class of Individuals:*** Miners exposed to radioactive dust and radon progeny in the course of their work. ***Purpose:*** This bank will be used for research and statistical analysis purposes, including linking individuals to cancer registries. These analyses will help determine a more accurate risk of lung cancer and other health effects from exposure to radon progeny. ***Retention and Disposal Standards:*** Records are kept until statistical analyses are complete after which time the data will be destroyed. ***TBS Registration:*** 004129 ***Bank Number:*** AEB PPU 050

Classes of Personal Information

Reports and Surveys
This class of information contains personal information based on a dietary survey performed by a consultant on behalf of the AECB. Personal information may include particulars such as dietary interests, remuneration, age, gender, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name or individual or other personal identifier. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- AECB File Index
- AECB Information Classification and Designation Guide.
- AECB Official Languages Policies – Compendium
- AECB Policy Statements Manual
- Audit Manual
- EDP Operations Manual (version anglaise seulement)
- Financial Management Manual
- Multi-Year Operational Plan
- New Employee Information Booklet
- Nuclear Liability Operations Manual
- Operational Plan Framework
- Personnel Manual
- Style Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for technical information and enquiries concerning the AECB's role, programs and services may be directed to:

Communications Division
Atomic Energy Control Board
P.O. Box 1046, Station B
Ottawa, Ontario
K1P 5S9

(613) 995-5894

Reading Room

In accordance with the Access to Information Act, the AECB's library and public documents room have been designated as reading rooms. They are located at:

280 Slater Street, 4th floor
Ottawa, Ontario.

Bank of Canada
Chapter 5

General Information

Background
The Bank of Canada is the country's central bank. It was incorporated in 1934 under the Bank of Canada Act. Under the preamble of the Act, unchanged since its inception, the Bank of Canada is required "to regulate credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Overall responsibility for the management of the Bank is assigned to the Board of Directors, composed of the Governor, the Senior Deputy Governor and 12 directors. The Governor and Senior Deputy Governor are appointed for seven-year terms, the directors for three years. The Deputy Minister of Finance sits on the board as a non-voting member. The Governor is the Chief Executive Officer of the Bank and is responsible for the business of the Bank. As a practical matter, collective responsibility for the conduct of Bank affairs rests with the Governing Council, composed of the Governor, the Senior Deputy Governor and the four other Deputy Governors.

Responsibilities
The Bank of Canada's primary responsibilities can be grouped into four broad functions: developing and implementing monetary policy, providing central banking services, issuing bank notes, and servicing the public debt.

Monetary policy is the Bank's primary function and most important responsibility. Monetary policy is concerned with managing the rate of monetary expansion in a way that is consistent with preserving the value of money. In terms of central banking services, the Bank plays an active role in Canada's payments clearing and settlement systems, operates deposit accounts for major financial institutions and for the federal government, and manages the government's foreign exchange reserves. The Bank also has sole responsibility for issuing Canada's bank notes, undoubtedly its best-known product. This responsibility involves note design (including features that enhance security against counterfeiting), as well as printing, distributing and eventually replacing bank notes. Coinage, on the other hand, is produced by the Royal Canadian Mint. Lastly, as the government's fiscal agent, the Bank advises the government on matters relating to the public debt, issues government debt, maintains bondholder records, and makes payments on behalf of the government for interest and debt redemption.

Legislation
- Advance Bank Act
- Bank of Canada Act
- Currency Act
- Financial Administration Act

Organization
♦ Corporate Services Departments
The Corporate Services Departments provide advice, information and internal services that support the management of the Bank. The Corporate Services departments are: Executive and Legal Services, Communications Services, Management Services (information, human resources and financial services), Infrastructure Services (facilities, office, protective and automation services) and Audit Services. Executive and Legal Services provide corporate secretary support to the Bank's Board of Directors and the management of the Bank. Communications Services provide publication and public information services. As part of the Management Services Department, Financial Services (formerly known as Comptroller's Department), is responsible for the internal financial functions of the Bank, statutory financial reporting requirements, accounting in support of the Exchange Fund Account and administration of unclaimed bank balances.

♦ Department of Banking Operations
The overall responsibility of the Department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and other financial organizations. Its responsibilities include the security and administration of valuables such as gold and securities, the provision of banking services to other clients, and all aspects of the issuance of bank notes, including custody of the National Currency Collection. The Department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include the clearing of government obligations and receiving deposits for the account of the Government of Canada. Finally the Department participates with the Research Department in the Bank's Regional Presence activities.

♦ Department of Monetary and Financial Analysis
This department is responsible for analyzing the transmission mechanism of monetary policy and

contributing to the Bank's role in providing for financial stability. The department monitors and analyzes the evolution of financial variables such as monetary aggregates, credit aggregates and interest rates. It also monitors the evolution of the financial institutions, financial intermediation and payments systems to assess the implications for monetary policy and financial stability. It provides advice on regulatory and supervisory issues related to the financial sector policies under the jurisdiction of the federal government. Finally the department is responsible for the regulatory oversight of major clearing and settlement systems.

♦ Financial Markets Department

This department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through its activities in financial markets, to conduct foreign exchange operations as fiscal agent for the government and the Bank, and to issue Government of Canada securities (principally treasury bills and marketable bonds) both domestically and abroad. Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study relevant financial relationships. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising the government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

♦ Government Securities Services

This department is responsible for administering Government of Canada domestic securities. Its functions include: development and distribution of debt certificates; maintenance of the debt register information; servicing the holders of debt instruments through account statements, interest payments, product information and other client services; and managing the order-taking and redemption processes through intermediaries.

♦ International Department

The principal responsibilities of this department include producing timely analyses of current and prospective economic developments in foreign countries, providing policy advice on issues addressed by international organizations such as the International Monetary Fund and the OECD, and undertaking studies on international financial markets and economic policy issues.

♦ Research Department

This department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are, or could be, employed in an attempt to regulate it.

Information Holdings

Program Records

♦ Corporate Services Departments

Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada
Description: Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. ***Topics:*** Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions; dealers. ***Access:*** Files are arranged by organization. ***Program Record Number:*** BOC CSD 345

Exchange Fund Account
Description: Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. ***Topics:*** Legislation, transactions and accounting procedures; portfolio management; Exchange Fund Account reports. ***Program Record Number:*** BOC CSD 350

General Accounting Records
Description: Information on various accounts and accounting as prescribed by the Bank of Canada Act. ***Topics:*** Accounting; Bank of Canada balance sheets; Bank of Canada notes – general, orders and deliveries, destruction, pricing; statements/reports; banks in liquidation – loan analysis; investment transactions; unclaimed bank balances. ***Program Record Number:*** BOC CSD 340

♦ Department of Banking Operations

Bank Note Research
Description: Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. ***Topics:*** Special studies; committees and conferences; currency usage – technological developments; coin/note substitutions; bank note design – general, series and denominations, counterfeiting/simulations, security features, research, security research; bank note production; note flows issues; notes flows – studies/projects; automation. ***Program Record Number:*** BOC DBO 285

Bank of Canada Notes, Government Securities and Gold
Description: Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. ***Topics:*** Accounting procedures; Bank of Canada notes – general, statements, bank note companies, orders/deliveries, shipments, transportation,

inventory, redemption and disposal, destruction certificates – unissuable notes; coins – general, statements, mutilated, requisitions; securities; treasury bills; Canadian National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts arrangements and transactions. ***Program Record Number:*** BOC DBO 300

Canadian Institutions and Financial Sector Automation
Description: Information on the payment systems of major Canadian institutions. ***Topics:*** Chartered banks and savings banks; trust and mortgage loan companies; credit unions and caisses populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers; protocols. ***Access:*** Files arranged by company. ***Program Record Number:*** BOC DBO 301

Client Accounts
Description: Information on the maintenance of client accounts and related transactions. ***Topics:*** Accounts related to the Government of Canada; Government of Canada agencies; chartered banks and non-banks; central banks and international financial institutions. ***Program Record Number:*** BOC DBO 275

Domestic Payment System Developments and Implications
Description: Information on planning in the Canadian payments system as it evolves towards more electronic methods. ***Topics:*** Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association. ***Program Record Number:*** BOC DBO 302

Government Banking and Agency Operations
Description: Information on field operations of banking services to other central banks and fiscal agent services provided to the Government of Canada. ***Topics:*** See Government Banking and Fiscal Services, Client Accounts and Loans of or Guaranteed by the Government of Canada. ***Program Record Number:*** BOC DBO 290

Government Banking and Fiscal Services
Description: Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. ***Topics:*** Bank Act security; Canadian Bankers' Association; clearing; government deposits; Interbank International Payments System; safekeeping of valuables; one dollar coin; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; external signing authorizations; Bank of Canada notes – general, operational procedures, enquiries/comments, pricing and ordering, design and release, circulation, counterfeit, redemption and disposal, bank note companies; coins – general, enquiries, specimen and commemorative coins; deposits and payments processed through client accounts; Canadian Payments Association – general, automated clearing settlement system (ACSS); Large Value Transfer System (LVTS); agency operational procedures; cash overages and shortages; client services; automation – bank note distribution systems – general – meetings; taxation – policies and procedures; transportation administration; transportation contracting; transportation security matters; closing of agencies' cash operations; regional presence, regional distribution points. ***Program Record Number:*** BOC OBA 270

Government of Canada Clearings and Redemptions
Description: Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. ***Topics:*** Balance and recapitulations; government deposits; redemptions; settlement enquiries; deposit letters. ***Program Record Number:*** BOC DBO 295

International Payments System Developments and Implications
Description: Information on international payments system automation research and planning. ***Topics:*** Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) – automation standards; Society for World-Wide Inter-bank Financial Telecommunications (SWIFT). ***Program Record Number:*** BOC DBO 303

Loans of or Guaranteed by the Government of Canada
Description: Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. ***Topics:*** Transfers and exchanges; transfer and guarantee of signatures on securities – resolutions; treasury bills; Canadian National Railways bond issues; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans, bond auctions and Canada Savings Bonds; interest payments and commission due on foreign borrowings; Revolving Standby Credit Facilities. ***Program Record Number:*** BOC DBO 280

Role of Banks in Providing Computer Services
Description: Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. ***Topics:*** Task forces and committees; computer services offered by financial institutions; computer services bureaus. ***Program Record Number:*** BOC DBO 304

♦ Department of Monetary and Financial Analysis

Capital Markets
Description: Information and studies into the functioning of capital markets. ***Topics:*** Household credit; bond markets; equity markets; money markets; securitization. ***Program Record Number:*** BOC MFA 155

Chartered Bank Analysis
Description: Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. ***Topics:*** Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates. ***Storage Medium:*** EDP systems. ***Program Record Number:*** BOC MFA 105

Consumer Credit Markets
Description: Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. ***Topics:*** Consumer credit and Household credit. ***Program Record Number:*** BOC MFA 125

Data Administration
Description: Documentation of data bases and requirements. ***Topics:*** Data base documentation; data requirements; data definitions; data adjustments; data sources; data operations manuals. ***Program Record Number:*** BOC MFA 165

Econometric Analysis and Background Studies
Description: Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. ***Topics:*** Econometric analysis of the monetary system; econometric models of markets; econometric models on financial-real linkages; technical support and special projects. ***Storage Medium:*** EDP systems. ***Program Record Number:*** BOC MFA 140

Financial Flows and Forecasting
Description: Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the Bank of Canada Review. ***Topics:*** Financial flows matrix; credit market summary tables; sectoral analyses; financial markets projects. ***Access:*** Files arranged by subject, sector and financial instrument. ***Program Record Number:*** BOC MFA 135

Interest Rates
Description: Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure of real interest rates, and of the relationship between interest rates and inflation. ***Topics:*** Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates. ***Program Record Number:*** BOC MFA 130

Monetary Policy
Description: Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. ***Topics:*** Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy. ***Program Record Number:*** BOC MFA 100

Mortgage Market
Description: Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. ***Topics:*** Private institutional lenders; government lenders; new housing; existing housing. ***Program Record Number:*** BOC MFA 120

Non-bank Financial Intermediaries
Description: Balance-sheet data and analyses of the non-bank financial institutions. ***Topics:*** Trust and mortgage loan companies; credit unions and caisses populaires; sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Quebec Savings Bank; provincial savings offices. ***Program Record Number:*** BOC MFA 110

Regulatory Issues
Description: Reports and studies on regulatory issues. ***Topics:*** Deposit Insurance; ownership of financial institutions; statutory revisions; structure of financial institutions; Payments systems. ***Program Record Number:*** BOC MFA 160

Reviews and Comments on External Documents
Description: Reviews and/or comments on external documents received by the Bank of Canada. ***Topics:*** Documents from Department of Finance, Statistics Canada, The Conference Board of Canada, various other Canadian government departments, provincial governments, private sector organizations, American organizations (e.g. DRI, Conference Board), international organizations (e.g. IMF, OECD); academic publications or discussion papers. ***Program Record Number:*** BOC MFA 170

Surveys, Reports and Returns
Description: Information on the collection of financial data required for the monitoring and analysis of financial developments. ***Topics:*** Reports and returns – trust companies, mortgage loan companies, non-financial companies, sales finance and consumer loan companies,

affiliates of foreign banks; credit unions. ***Access:*** Files arranged by company or organization. ***Program Record Number:*** BOC MFA 150

United States and other Non-Canadian Financial Developments
Description: Information on American monetary policy and recent and projected financial developments in the U.S. and rest of world. ***Topics:*** United States – monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data. ***Program Record Number:*** BOC MFA 145

♦ Financial Markets Department

Book-Entry Securities Systems Development
Description: Information on the studies, planning, development, coordination and implementation of book-entry securities systems. ***Topics:*** New issue distribution service (NIDS); Canada bond bring-on project (CBBO); Money Market System (MMS); risk containment and regulation; debt clearing service; other special projects. ***Program Record Number:*** BOC FMD 071

Capital Markets
Description: Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. ***Topics:*** Capital market coverage; government regulatory bodies; Canadian Depository for Securities; United States Securities Regulations; financial structure and regulation. ***Program Record Number:*** BOC FMD 005

Chartered Bank Cash Management
Description: Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. ***Topics:*** Bank of Canada balance sheets; advances; underbought/overbought position; cash reserves; reserve requirements; clearings and payments system; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks; direct clearing members of the Canadian Payments Association; Zero Reserve Operations; cumulative averaging. ***Access:*** Files arranged by subject and institution. ***Program Record Number:*** BOC FMD 035

Domestic Financing – General
Description: The release of general information outlining the terms and conditions of Government of Canada new loan issues. ***Topics:*** New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements. ***Program Record Number:*** BOC FMD 050

Domestic Financing – Matured Government of Canada Loans and Canada Savings Bonds
Description: Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. ***Topics:*** Loans. ***Access:*** By name or maturity. ***Storage Medium:*** Microfilm. ***Program Record Number:*** BOC FMD 055

Foreign Exchange Market Analysis
Description: Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. ***Topics:*** Summary reports on exchange rates; statistical reviews and exchange rate development in overseas countries; exchange market settlement and accounting features; foreign exchange market surveys; forward market, swaps, currency futures and other financial innovations; statistical reports; external financing and takeovers; globalization of the foreign exchange market. ***Access:*** Arranged by institution and by subject. ***Program Record Number:*** BOC FMD 080

Foreign Exchange Transactions
Description: Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks. ***Topics:*** Transactions and procedures; portfolio management; reports; signing authorities; Bank of Canada foreign accounts. ***Program Record Number:*** BOC CSD 355

Foreign Financing – Government of Canada
Description: Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. ***Topics:*** Foreign financing general; foreign banks; Exchange Fund Account; Government of Canada foreign loans issued; standby credit facilities; Canada bills; interest rate and currency swaps; Yankee Bond buyback program; foreign underwriters. ***Access:*** Files arranged by subject, by loan and issue date and by company. ***Program Record Number:*** BOC FMD 060

Government of Canada Cash Projections and Debt Management Planning
Description: Information on the management and forecasting of the Government of Canada's cash balances. Analytical studies to support debt management planning and initiatives are prepared. ***Topics:*** Federal budget and main estimates; government cash reports and forecasts; debt management issues. ***Access:*** Files arranged by subject. ***Program Record Number:*** BOC FMD 065

Government Sector Analysis and Forecasting
Description: Information on developments in the government sector. Projections of federal and provincial government revenues and expenditures are developed. ***Topics:*** Monitoring and forecasting using the Quarterly Projection Model; QPM-related and other special reports; program and policy analysis; provincial budget and borrowing analysis. ***Access:*** Files arranged by subject. ***Program Record Number:*** BOC FMD 066

Intervention
Description: Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. ***Topics:*** Intervention studies. ***Access:*** Files arranged by subject and by country. ***Program Record Number:*** BOC FMD 090

Money Market Analysis and Primary Distribution
Description: Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. ***Topics:*** Industries and associations; Financial Research Foundation of Canada; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances; mergers of companies and organizations; brokers. ***Access:*** Files arranged by subject and company. ***Program Record Number:*** BOC FMD 010

Official International Reserves
Description: Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. ***Topics:*** Definitions and historical data; reports and statements on reserve status; Government of Canada foreign currency borrowings and loans; reserves – investments. ***Program Record Number:*** BOC FMD 095

Open Market Operations and Securities Market Analysis
Description: Statistical and analytical information relating to financial markets. ***Topics:*** Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; client transactions; issues placements; bond prices, yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures. ***Storage Medium:*** Microfilm. ***Program Record Number:*** BOC FMD 030

Primary Distributors – Dealers
Description: Reports on the volumes of transactions in the Canadian securities markets – used to assess the level of activity in Canadian securities markets. ***Topics:*** Dealers by name. ***Access:*** Files arranged geographically and by company. ***Program Record Number:*** BOC FMD 020

Primary Distributors – Jobbers
Description: Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers relating to money market activities. ***Topics:*** Jobbers. ***Access:*** By name. ***Program Record Number:*** BOC FMD 015

Primary Distributors – Statistics
Description: Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. ***Topics:*** Jobbers and dealers by name. ***Access:*** Files arranged by institution, company and region. ***Program Record Number:*** BOC FMD 025

Special Studies and Analysis
Description: Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. ***Topics:*** Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; marketing government debt; Canada Savings Bond analysis and surveys. ***Program Record Number:*** BOC FMD 070

♦ Government Securities Services

Accounting for Government of Canada Securities
Description: Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. ***Topics:*** Accounting records and controls; financial reports. ***Program Record Number:*** BOC GSS 330

Administrative Arrangements with Financial Institutions
Description: Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. ***Topics:*** Issue of Government of Canada loans and securities; maintenance of securities registers; retirement of securities; agents and distributors; Canadian Payments Association. ***Program Record Number:*** BOC GSS 335

Government Securities in the Retail Debt Market
Description: Information on the planning, coordination and administration of the sale of Government Securities in the retail debt market; also reports/statistics on the monitoring and analysis of the results of the sale of these securities. ***Topics:*** Government Securities in the retail debt market – general; automation; inquiries; materials –

general, distribution, materials distribution centre and lists, inventory, production, transportation; Payroll Savings Plan – campaign, loans, organization, personnel, personnel remuneration, regions/territories, remittance schedules, sales; public service campaign; remittances; sales agents – general, arrangements, coordination, associations, fees and commissions, subagents; sales and redemption. ***Access:*** Files arranged by subject. ***Program Record Number:*** BOC GSS 340

Government Securities, Retail Debt Market – Sales and Processing Agents
Description: The administrative arrangements between the Bank of Canada and eligible Sales Agents and Processing Agents. ***Topics:*** Sales Agents and Processing Agents – companies, trust companies, trust companies – non-listed, schedule "B" banks; sales agents other than trusts; processing agents other than trusts and banks. ***Access:*** Files arranged by company. ***Program Record Number:*** BOC GSS 345

Issue of Government of Canada Loans and Securities
Description: Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. ***Topics:*** Treasury bills; Canadian National Railway bonds; Canada Savings Bonds; New Canada Payroll Savings Plan; Canada Premium Bonds; foreign loans; Government of Canada marketable bonds; Government of Canada loans issued; real return bond issues. ***Program Record Number:*** BOC GSS 305

Maintenance of Securities Registers
Description: Information on procedures and individual security registers and their periodic updating. ***Topics:*** Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed security certificates; securities registrations; securities processing; guarantee of signatures. ***Storage Medium:*** Microfilm. ***Program Record Number:*** BOC GSS 315

Payment of Interest
Description: Information on the various means and processes by which the contractual obligation to pay interest is discharged. ***Topics:*** Direct deposit; cheques; coupons; withholding tax; interest notices; interest cheque production; cash bonuses; adjustments; taxation. ***Program Record Number:*** BOC GSS 320

Production of Security Certificates
Description: Information on all phases necessary to obtain adequate supplies of security certificates and their distribution to the appropriate locations. ***Topics:*** Production reports; certificate design; foreign issues; printing errors; certificates ordered and distributed; contracts with suppliers. ***Program Record Number:*** BOC GSS 310

Retirement of Government Securities
Description: Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. ***Topics:*** Canada Savings Bonds; Canada Premium Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; Canadian National Railways bonds; International Bank for Reconstruction and Development (World Bank) bonds; redemptions of foreign loans. ***Program Record Number:*** BOC GSS 325

♦ International Department

Bank for International Settlements (BIS)
Description: Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. ***Topics:*** Meetings – general; Group of Ten – Governors Meetings; Gold and Foreign Exchange Meetings; Concertation Meetings; Meetings of Computer and Databank Experts; Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Financial Stability Forum; Eurocurrency statistics; bridge financing – credit facility. ***Access:*** Files arranged by subject, committee and country. ***Program Record Number:*** BOC INT 235

Contacts
Description: Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. ***Topics:*** Legislation and bank reporting; Canadian Bankers' Association; general brokerage services; Canadian chartered banks; central banks and monetary authorities; foreign commercial banks; governmental departments, agencies and Crown corporations; non-bank financial institutions. ***Program Record Number:*** BOC INT 200

Developments in Foreign Countries
Description: Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. ***Topics:*** Projections by international organizations and the Bank of Canada; developments in various countries; Bank for International Settlements press summaries; Commonwealth of Independent States (CIS). ***Access:*** Files arranged by subject and country. ***Program Record Number:*** BOC INT 220

Developments in the United States
Description: Information on current economic and financial developments in the United States, and the

economic outlook, including analysis of economic projections and studies produced by international organizations (IMF and OECD). ***Topics:*** Developments in the United States; projections by international organizations and the Bank of Canada. ***Access:*** Files arranged by subject. ***Program Record Number:*** BOC INT 221

Federal Organizations and Interdepartmental Committees
Description: Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. ***Topics:*** Export Development Corporation (EDC); Canadian International Development Agency (CIDA); interdepartmental meetings; interdepartmental committees on economic relations with developing countries and assistant deputy ministers' sub-committee on economic relations; Department of Finance; Department of External Affairs; information technology sub-committee of the Privy Council Office (PCO). ***Program Record Number:*** BOC INT 215

Gold, Silver and Other Commodities
Description: Information on gold, silver and commodity market practices – statistics, legislation and official gold transactions. ***Topics:*** Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil. ***Program Record Number:*** BOC FMD 086

International Developments
Description: Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements. ***Topics:*** International finance; international capital markets – recent developments and borrowing and recycling; commodities; inter-central bank arrangements. ***Program Record Number:*** BOC INT 210

International Monetary Fund (IMF)
Description: Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. ***Topics:*** IMF General Account – drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; other lending facilities; annual meetings; amendments to articles of agreement. ***Program Record Number:*** BOC INT 230

International Organizations and Institutions
Description: Information on the activities of various international or regional economic organizations, in particular those aspects that relate to world economic or financial issues of interest to the Bank. ***Topics:*** International Bank for Reconstruction and Development (IBRD); European Economic Community (EEC); Commonwealth/Committees Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meetings; Group of Ten; Organization for Economic Co-operation and Development (OECD) International Co-operation and Policy Coordination; European Bank for Reconstruction and Development (EBRD); Asian Development Bank; Group of Twenty-two; Group of Thirty-Three; other international organizations and institutions; structural reform and adjustment in eastern Europe; international assistance in response of gulf crisis. ***Program Record Number:*** BOC INT 225

♦ Research Department

Current Analysis and Economic Developments
Description: Interpretation of current economic data for Canada and analysis of the economic implications of current economic developments. ***Topics:*** Current analysis; National Accounts; Balance of Payments; economic cycles/indicators; conferences; consumption/saving; housing; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); demographics; world commodity markets; Canadian energy sector; exchange rates; interest rates. ***Access:*** Files are arranged by subject. ***Program Record Number:*** BOC RES 081

General Economic Analysis – Theory and Models
Description: Information on the structure and use of Bank of Canada econometric models, and other analyses of the structure and behaviour of economies. ***Topics:*** Theory; input/output; economic cycles/indicators; history; conferences; consumption/saving; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); models in general; RDX2; RDXF; SAM; QPM; demographics; world commodity markets; Canadian energy sector; exchange rates; interest rates. ***Access:*** Files are arranged by subject. ***Program Record Number:*** BOC RES 086

Projections, Policy Simulations and Policy Analysis
Description: Economic projections for the Canadian economy, information on the use of econometric models for analysis of alternative macroeconomic policies, and other policy analyses. ***Topics:*** Staff projections; price and incomes policy; market structure policy; government expenditures and transfers; government finance; monetary policy; fiscal policy; exchange rates; interest rates. ***Access:*** Files are arranged by subject. ***Program Record Number:*** BOC RES 076

Quantitative Methods, Computer and Data (Sources and Methods)
Description: Descriptions of research methods, data construction and computer systems. ***Topics:*** Econometrics; programming and computer systems; time series analysis; input/output; National Accounts; Balance of Payments; demographics; general methodology. ***Access:*** Files are arranged by subject. ***Program Record Number:*** BOC RES 096

Reviews and Comments on External Documents
Description: Reviews and/or comments on external documents received by the Bank of Canada. ***Topics:*** Documents from Department of Finance, Economic Council of Canada, Statistics Canada, The Conference Board of Canada, various other Canadian government departments, provincial governments, private sector organizations, American organizations (e.g. DRI, Conference Board), international organizations (e.g. IMF, OECD); academic publications or discussion papers. ***Access:*** Files are arranged by subject. ***Program Record Number:*** BOC RES 091

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access to Information and Privacy Requests Data Bank
Description: This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints. ***Class of Individuals:*** Canadian citizens, permanent residents of Canada, and individuals present in Canada. ***Purpose:*** The information is used for processing requests; to assist in the preparation of annual reports, and to provide a record of all such requests received by the Bank. ***Retention and Disposal Standards:*** These files are held for two years after the last administrative use, then destroyed. ***TBS Registration:*** 001596 ***Bank Number:*** BOC PPU 030

Applications for Employment
Description: This bank contains all applications received from the general public requesting employment with the Bank of Canada. It includes completed application forms and self-identification information on employment equity group status, letters, curriculum vitae, complaints and other personal information. Individuals are identified by name. Applicant information is also maintained on a microcomputer. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** The files are used in the selection of staff. ***Retention and Disposal Standards:*** Solicited and unsolicited applications which have been considered in a staffing process are to be kept for a period of two years after the last administrative use. Complaint files are kept for five years following date of resolution, then destroyed. Unsolicited applications which have not been considered in a staffing process are kept for a period of one year, then destroyed. Information on the microcomputer is kept for a period of one year. ***TBS Registration:*** 001597 ***Bank Number:*** BOC PPU 035

Bank Act Section 427 - Client Records
Description: This bank contains information about individuals' use of the registry services provided under S. 427 of the Bank Act including account information used to establish credit accounts for those individuals. Services include searches of the register and the provision of copies of Notices of Intention and Certificates of Release. ***Class of Individuals:*** Registry services clients including individuals whose intention it is to give security under S. 427 and individuals who seek to access information on the register. ***Purpose:*** The purpose of this bank is to maintain a record of client account information including requests for registry services by individual clients and financial information concerning the clients which will permit them to establish accounts for payment for registry services. ***Consistent Uses:*** The information is used to notify clients of errors made in the register, assess and improve the delivery of registry services and permit clients to pay for registry services by means other than cash on delivery. ***Retention and Disposal Standards:*** Records are held for 7 years, then destroyed. Client account processing records are held for 7 years after the account closes, then destroyed. ***Related to PR#:*** BOC DBO 270 ***TBS Registration:*** 004038 ***Bank Number:*** DBO PPU 046

Bank Act Section 427 - Register
Description: The Section 427 Register consists of the Notices of Intention which are registered pursuant to Section 427 of the Bank Act and the Certificates of Release which pertain to those Notices. A Notice of Intention contains the name of a person, firm or company and mailing address whose intention it is to give security under S. 427. It includes the name of the Schedule I or II bank to which the security is intended to be given. ***Class of Individuals:*** Persons whose intention it is to give security under S. 427. ***Purpose:*** To maintain a record of Notices of Intention that have been registered and registrations that have been cancelled by a Certificate of Release. ***Consistent Uses:*** The information is used to respond to inquiries form the general public regarding the existence of a Notice of Intention. ***Retention and Disposal Standards:*** Records are held for 7 years form date of cancellation, then destroyed. ***Note:*** It is not necessary to make a formal request for access to the Bank Act Security register. Information on the register is available under the Bank Act to anyone on payment of the prescribed fee. Inquiries may be directed to Canadian Securities Registration Systems, Suite 180, 13571 Commerce Parkway, Richmond, B.C, V6V 2L1 ***Related to PR#:*** BOC DBO 270 ***TBS Registration:*** 004037 ***Bank Number:*** BOC PPU 045

Bondholder Enquiries and Estate Files
Description: This bank contains names, addresses, social insurance numbers, registration or account identifiers and copies of legal documents that support the transfer of ownership of Government of Canada Securities and other correspondence between bondholders, or their authorized representatives, and the Bank of Canada. Included in the correspondence are: requests for information on Government of Canada Securities presently or previously held; communications regarding errors in registration, lost security certificates, coupons and interest cheques. As of June 1995, general inquiries such as requests for information concerning the terms and conditions of specific issues and interpretations of the Domestic Bonds of Canada Regulations are retained only if received in paper form. The medium of retention is electronic. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to store documents that support the transfer of ownership of Government of Canada Securities and other correspondence between bondholders, or their authorized representatives, and the Bank of Canada. The use of the social insurance number is required under the Income Tax Act. ***Consistent Uses:*** The information is used to respond to enquiries from holders of Government of Canada Securities or their authorized representatives. ***Retention and Disposal Standards:*** Retention periods range from two years to indefinite. The records for lost security certificates or coupons are retained indefinitely if the original security certificates or coupons have not been located. However, if the original security certificate or coupon has been located after a replacement has been issued, these records are destroyed two years after reimbursement to the Bank of Canada. However, if the original security certificate or coupon is located prior to replacement, records are immediately destroyed. The records pertaining to estate matters are held for ten years on microfiche, microfilm or electronic media and are then destroyed. (Authority – Destruction of Securities Regulations) ***Note:*** It is normally not necessary to make a formal request under the Privacy Act for your own personal information appearing in this register. Personal inquiries should be directed to Client Services, Government Securities Services. ***Related to PR#:*** BOC GSS 335 ***TBS Registration:*** 004134 ***Bank Number:*** BOC PPU 015

Government of Canada Securities Registers
Description: This bank contains names, addresses, social insurance numbers, registration or account identifiers and a record of the securities held and redeemed by persons. ***Class of Individuals:*** Registered owners of Government of Canada Securities. ***Purpose:*** The purpose of this bank is to maintain a record from which the liability of the Government of Canada in the form of direct or guaranteed securities can be administered (the liability is established in the Receiver General's account (authority – Financial Administration Act). Other purposes are to establish the status of individual securities and to respond to enquiries from bondholders or their authorized reprensentatives. The use of the social insurance number is required under the Income Tax Act. ***Consistent Uses:*** The information is

used in the general administration of the government's debt and, in particular, to maintain a record of ownership of fully registered securities as required by the Domestic Bonds of Canada Regulations issued under the authority of the Financial Administration Act. The registers of fully registered bonds form the basis on which interest payments are made. The registers are also used to consult with bondholders periodically to determine client needs and the level of satisfaction with services provided, and to advise bondholders of new bond offerings. ***Retention and Disposal Standards:*** Records are maintained indefinitely on microfiche, microfilm or electronic media, including a computer database (Authority – Destruction of Securities Regulations). ***Note:*** It is normally not necessary to make a formal request under the Privacy Act for your own personal information appearing in this register. Personal inquiries should be directed to Client Services, Government Securities Services. ***Related to PR#:*** BOC GSS 315 ***TBS Registration:*** 004132 ***Bank Number:*** BOC PPU 005

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established in accordance with subsection 8(4) of the Privacy Act in order to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision. The use of the social insurance number is a requirement under the Income Tax Act. ***Consistent Uses:*** This bank is used to service inquiries from federal investigative bodies. ***Retention and Disposal Standards:*** Records are retained for at least two years following the date on which a request is received and are then destroyed. ***TBS Registration:*** 001595 ***Bank Number:*** BOC PPU 025

Registers of Interest Paid and Accrued

Description: This bank contains names, addresses, social insurance numbers and registration or account identifiers of persons to whom interest is paid, together with a record of all Government of Canada Securities held. The marketable debt interest payment data are maintained by interest payment date and series in a computer database. Since 1993, copies of these data have also been maintained on microfiche. The data on retail debt instruments are retained on microfiche, microfilm and electronic media, including a computer database. These data contain details relating to Income Tax Information Slips issued to holders of compound interest retail debt instruments purchased in 1990 and subsequent years. In addition, this bank contains requests to update data in the bank, including instructions for direct deposit of payments through a financial institution and for changes of address for mailing payments and Income Tax Information Slips. ***Class of Individuals:*** Registered owners of Government of Canada Securities. ***Purpose:*** The purpose of this bank is to maintain a record of the interest paid to holders of Government of Canada Securities. The use of the social insurance number is required under the Income Tax Act. ***Consistent Uses:*** The information is used to investigate and respond to enquiries from holders of Government of Canada Securities relating to interest payments. ***Retention and Disposal Standards:*** The marketable debt interest payment data are retained for six years in electronic form for cashed cheques. Records for outstanding cheques are held indefinitely. The interest payment data for retail debt instruments are retained on the computer database for a minimum of one year after issuance of the payment. Copies of these records are also retained on microfiche, microfilm or an electronic medium. Outstanding cheques and held payment data are retained indefinitely. Any direct deposit instructions received in paper form are recorded on microfilm and the paper request is destroyed. The microfilm records are retained for fifteen years and then are destroyed. Change of address notifications received in paper form are retained for one year and then the paper request is destroyed. All address updates, regardless of the medium of the request, are maintained on a computer database for at least one year. ***Note:*** It is normally not necessary to make a formal request under the Privacy Act for your own personal information appearing in this register. Personal inquiries should be directed to Client Services, Government Securities Services. ***Related to PR#:*** BOC GSS 320 ***TBS Registration:*** 004133 ***Bank Number:*** BOC PPU 010

Retail Debt Products Surveys

Description: This bank contains information collected from the general public on their attitudes towards financial product attributes and to different combinations of these attributes. It also contains information on the public's ownership of various financial products (financial assets), the likelihood of purchase of new investment products and the amount of their purchase. ***Class of Individuals:*** General public. ***Purpose:*** The information is used for the purpose of determining the attitudes and reactions of the general public towards holding various investment instruments, including government debt instruments in particular. ***Retention and Disposal Standards:*** Records are kept for a period of two years, then destroyed. ***Related to PR#:*** BOC GSS 340 ***TBS Registration:*** 001941 ***Bank Number:*** BOC PPU 040

Unclaimed Bank Balance Inquiries

Description: This bank contains letters requesting verification of ownership of unclaimed bank balances as well as requests to purchase the Unclaimed Bank Balance file. Requests originate with individuals, chartered

banks, trust companies, barristers and solicitors and tracing companies acting on behalf of their clients. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to process requests, to compile statistics and to maintain a record of the results of the verification process. ***Consistent Uses:*** The information is used to respond to inquiries from owners of dormant accounts, or their authorized representatives in order to arrange for payments to rightful owners of these accounts. ***Retention and Disposal Standards:*** Positive responses to requests for verification of ownership are kept for seven years, then destroyed. Vouchers and supporting documentation regarding paid accounts under $1000 are kept for 10 years; for paid accounts $1000 and over, they are kept indefinitely. Negative responses to requests for verification of ownership are kept for three years, then destroyed. Records relating to the purchase of the unclaimed bank balance file are kept for a period of seven years, then destroyed. ***Note:*** Canadian chartered banks are required to transfer all deposit accounts, maintained in Canadian currency, that have been inactive for a period of ten years or more to the Bank of Canada, in accordance with Section 438 of the Bank Act. This also includes all instruments (bank drafts, certified cheques, deposit receipts, money orders and travellers' cheques) that remain on the books of the chartered banks after a period of ten years from the date of issue. The Bank of Canada acts as a custodian for unclaimed bank balances, responds to general inquiries and claims, and makes payments, without fees, to those persons entitled to receive the proceeds. Balances with a value of less than $500.00 that remain unclaimed are kept for a period of twenty years, from the last date of transaction, then are transferred to the Receiver General for Canada. The accounts that represent a balance of $500.00 or more are kept indefinitely, or until claimed. It is not necessary to make a formal Access to Information request for access to the register of dormant accounts; personal inquiries may be directed to Unclaimed Balances Services (telephone: 1-888-891-6398); the register may also be searched via Internet at: http://ucbswww.bank-banque-canada.ca . As well, these records are available for sale, on a cost recovery basis, on certain magnetic media. ***Related to PR#:*** BOC CSD 340 ***TBS Registration:*** 000073 ***Bank Number:*** BOC PPU 020

Classes of Personal Information

General Correspondence and Enquiries
Correspondence received from external organizations and individuals including requests for information, complaints, comments and suggestions related to a broad range of policy issues pertaining to the Bank's activities.

The personal information contained in this class normally includes the name and address of the enquirer, however, this form of personal information exists in a fragmented form throughout the subject files and is normally retrievable only if specifics of name, subject and the date of communication are provided.

The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Mailing Lists
This class contains correspondence and mailing lists which may contain personal information in the form of an individual's name, client number and, his or her home, business or mailing address.

The purpose of this class is to maintain standard lists for the mailing of publications, reports, press releases and other documentation on the Bank's activities and programs.

Paper records are kept for a period of three years, then destroyed. Records on the automated system are updated continuously as required and/or information is kept for two years on the system from the time a client becomes inactive.

Manuals

- Agency Procedures Manual
- Control of Data and Valuables Manuals
- Data Examination and Preparation Manuals
- Data Processing Clerical Manuals
- External Procedures Manuals
- Interim Procedures Circulars
- Records Retrieval Manual
- Sample Letter Catalogue
- Statistics Canada – Bank of Canada Commodity Trade Concordance
- Statistics Manuals

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Bank of Canada under the Access to Information Act must be accompanied by an application fee of $5.00, made payable to the Bank of Canada.

It is normally not necessary to make a formal request under the Privacy Act for information relating to an individual's own bond holdings or unclaimed bank balances. Individuals who wish to inquire about their status with respect to Canada Savings Bonds or other Government of Canada securities, may do so informally

by writing to or contacting Client Services, Government Securities Services. Inquiries may be directed to:

Telephone: 1-800-575-5151
TTY (Hearing Impaired): 1-800-354-2222
Fax: (613) 782-7716

For Unclaimed Bank Balances, personal inquiries may be directed to:
Telephone: 1-888-891-6398
E-mail: ucbalances@bank-banque-canada.ca

Requests for further information about the Bank and its programs and functions may be directed to:

Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9

Public Information office:
Telephone: 1-800-303-1282
Fax: (613) 782-7713

For information about or copies of Bank of Canada publications:
Publications Distribution:
Telephone: (613) 782-8248
E-mail: publications@bank-banque-canada.ca

For access to press releases, many of our major publications, and current financial data:
Internet http://www.bank-banque-canada.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a reading room. The address is:

Bank of Canada
234 Wellington Street
Ottawa, Ontario.

Hours of operation are from 09:00 to 17:00, Monday through Friday.

For those individuals who wish to access files at the Bank's regional offices, special arrangements will be made upon request.

British Columbia and Yukon

VANCOUVER, BC
900 West Hastings Street
V6C 1E6

(604) 643-6227

Prairie provinces and Northwest Territories

CALGARY, Alta.
404 6th Avenue S.-W.
Suite 200
T2P 0R9

(403) 215-6700

Ontario

TORONTO, Ont.
20th Floor, Sun Life Building
150 King Street W.
M5H 1J9

Quebec

MONTREAL, QC
1501 McGill College Avenue
Suite 2030
H3A 3M8

(514) 496-4800

Atlantic provinces

HALIFAX, NS
1583 Hollis Street
B3J 1V4

(902) 420-4600

British Columbia Treaty Commission
Chapter 6

General Information

Background
The BC Treaty Commission ("BCTC") was created in September 1992 through an agreement between the Government of Canada, the Government of British Columbia and the First Nations Summit ("the Principals"), whose members represent the majority of First Nations in British Columbia.

The BCTC received statutory recognition through the Treaty Commission Act passed by the Legislature of British Columbia in April 1993 and through the BC Treaty Commission Act passed by the federal government in December 1995, both of which were proclaimed in force in March 1996. The First Nations Summit also passed a resolution in April 1993 to establish the BCTC.

Responsibilities
The role of the BCTC is to facilitate the negotiation of treaties and, where the Parties agree, other related agreements in British Columbia.

Legislation
- BC Treaty Commission Act.

Organization

Administration
Responsible for finance, contracts and administration, human resources, and information management.

Table Negotiations
Responsible for monitoring negotiations and providing facilitation services where requested by all three parties; monitoring compliance with the Commission's Policies & Procedures for negotiations.

Negotiation Support Funding
Responsible for administering negotiation support funding which is provided by Canada and British Columbia to First Nations in the process.

Communications
Responsible for reporting annually on the Treaty Commission, the treaty process, treaty negotiations and the status of each negotiation, and under a Public Information and Education Agreement with the Government of Canada and the Government of British Columbia begun in 1997, responsible for province-wide information on the treaty process and treaty negotiations.

Information Holdings

Program Records

Table Negotiations
Description: Records relating to progress of negotiations at all treaty negotiation tables. ***Topics:*** Information relating to Statements of Intent, Readiness Submissions, Framework Agreements, and Agreement in Principle negotiations. ***Access:*** Records are located in Vancouver. ***Program Record Number:*** BCTC NEG 005

Negotiation Support Funding
Description: Records relating to the allocation of negotiation support funding. ***Topics:*** funding agreements, budgets, workplans, audits. ***Access:*** Records are located in Vancouver. ***Program Record Number:*** BCTC NSF 010

Communications
Description: Records relating to communication programs. ***Topics:*** Plans, Annual reports, newsletters, news releases, projects. ***Program Record Number:*** BCTC COM 015

Administration
Description: Records relating to internal office administration. ***Topics:*** Internal Office Finance, Commission meetings, human resources, information management systems. ***Program Record Number:*** BCTC ADM 020

Classes of Personal Information

Table Negotiations
The files kept for monitoring progress in negotiations contain some limited information on individuals within organizations participating in negotiations. This information is neither arranged nor retreivable by personal identifiers, except through a phone list.

Negotiation Support Funding
In the course of managing negotiation support funding, some limited information is acquired on individuals within organizations dealing with funding. This information is neither arranged nor retreivable by personal identifiers, except through a phone list.

Manuals

- BCTC Policies & Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For general public information enquires, contact

Brian Mitchell, Communications Manager
BC Treaty Commission
Suite 203, 1155 West Pender Street
Vancouver, BC
V6E 2P4

(604) 482-9215

Reading Room

In accordance with the Access to Information Act, an area on the premises of the Commission has been designated as a reading room. This reading room is located at: U

Suite 203, 1155 West Pender Street
Vancouver, BC V6E 2P4

Business Development Bank of Canada
Chapter 7

General Information

Background
The Business Development Bank of Canada (BDC) is a Crown corporation which was established by an Act of Parliament effective October 2, 1975 as the Federal Business Development Bank (FBDB), and continued under its new name by an Act of Parliament on July 13, 1995. FBDB, in turn, had succeeded the Industrial Development Bank which was formed in 1944.

BDC's mandate is to support Canadian entrepreneurship by providing financial and management services, giving particular attention to the needs of small and medium-sized enterprises. A network of branches across Canada provide the full range of the Bank's services to small and medium-sized businesses located in each branch territory.

Responsibilities
The Bank is responsible for acting as a complementary lender, providing funds by means of loans and equity financing to small and medium-sized businesses to fill out or complete services available from commercial financial institutions. Through its Venture Capital Division, the Bank is also responsible for providing equity capital in addition to, or in place of, loans and guarantees.

Legislation
- Business Development Bank of Canada Act

Organization
The Bank has a network of approximately eighty branches across Canada organized into areas (seventeen for financial services; ten for management services) reporting to a Head Office located in Montreal.

Corporate resources located in regional Service Centres and Head Office provide guidance to branches with respect to the application of established Bank policy and procedures. They also process financing applications for amounts exceeding branch limits.

The branches provide financing and management services to small and medium businesses located within their particular territory. Enquiries and applications for financing and managerial support are received by branch personnel and processed in accordance with established policy and procedure.

Furthermore, enquiries and applications may be received through the Business Service Centre located in Head Office.

The various services and departments of the Bank include the following:

Consulting Group (formerly Management Services Division)
The Consulting Group offers BDC's management services by providing services to help Canadian entrepreneurs strengthen their management capabilities.

♦ Customized Management Programs
Offers training, counselling and networking opportunities in a dynamic group environment to groups of entrepreneurs over an extended period, usually for up to one year. Programs can be delivered to entrepreneurs in a local setting or customized to meet the needs of specific groups of entrepreneurs, such as manufacturers, women, aboriginals, or exporters. Participants receive instruction and exchange ideas in a variety of management topics.

♦ General Management Consulting Services
BDC's one-on-one consulting services provide entrepreneurs with the specialized support they need to enhance their business performance. Consulting in a variety of areas including finance and accounting, human resources, marketing, planning and general management is provided through a network of experienced business professionals and specialists. The Bank also assists companies in the procedures to become ISO certified and provides consulting services on the other quality management issues.

Financial Services

♦ Emerging Markets/Venture Capital Division
Responsible for all equity and venture capital financing. Its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy Bank policy and are financially viable. This Division assesses, on a continuing basis, the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes. The services of this Division include direct purchase of a minority ownership interest as well as syndication of proposals to other venture capitalists and financial institutions.

♦ Loans Division
Establishes and oversees policies and procedures with respect to the provision of financial assistance to small and medium-sized businesses. In addition, the Division oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed

assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit. Through the operations of BDC Connex - BDC's "virtual bank" - BDC offers on-line access to its financial services.

Head Office Departments

♦ Audit and Inspection Department
Conducts reviews of the Bank's systems of internal control.

♦ Controller's
Responsible for all financial planning, accounting and control in the Bank.

♦ Corporate Development
Responsible for formulating the Bank's strategic, corporate and operating plans, analysis of existing activities and corporate development. It also provides information on economic conditions and the impact of the Bank's activities upon the economy.

♦ Corporate Office
Provides the Bank with the strategic direction required to manage its activities and achieve its mandate and objectives.

♦ Government Relations
Responsible for the coordination of communications between the Bank and the Minister, the government and members of Parliament, and has responsibility for international relations.

♦ Human Resources and Administration
Provides the Bank with corporate-wide human resources management. It is also responsible for official languages, employment equity and payroll services. It also provides overall administration support services including lease administration of the Bank's premises.

♦ Insurance
Responsible for insurance related to loan security and corporate insurance.

♦ Legal Services and Corporate Secretariat
Provides legal advice to the Bank in connection with its specific program activities and support departments. This department is also responsible for the Board of Directors, its Committees, and responses to Parliament.

♦ Loan Portfolio Risk Management
Provides an ongoing assessment of the quality of authorized loans and ensures credit risk is minimized.

♦ Marketing
Develops all financial products, and ensure that the Bank's products evolve with the needs of its customers.

♦ Ombudsman's Office
Resolves all customer complaints not solved at other levels.

♦ Public Affairs
This department is responsible for advertising and public relations to promote the role and activities of the Bank.

♦ Systems and Technology
Develops and maintains business systems (manual and computerized) to support the operational functions and management information needs of the Bank.

♦ Training
Responsible for establishing and executing competency standards and accreditation methods to develop a balanced and skilled work force.

♦ Treasury
Responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts.

Special Initiatives

The Bank also delivers programs on behalf of other government departments to meet the needs of specific entrepreneurial groups. One such program is the administration of the Cultural Industries Development Fund (CIDF) on behalf of Heritage Canada. Through this fund the Bank provides loans and management counselling to firms operating in book and magazine publishing, film and video production, and sound recording. Another such initiative is the administration of the Student Business Loan program on behalf of Human Resources Development Canada. This program encourages full-time students to start-up their own business during the summer months. The Bank assesses applications and provides guarantees of up to $3,000 for loans extended by the commercial lending institutions involved in the program.

Information Holdings

Program Records

Accounts History File
Description: Statistical information on all (past and present, dormant and active) loans, guarantees, investments and customer accounts since 1944. ***Topics:*** Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. ***Access:*** Files are arranged by customer number.

Storage Medium: Computer tape. ***Program Record Number:*** BDBC FLS 030

Dead Loan File
Description: Statistical information on all loans. ***Topics:*** Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. ***Access:*** Files arranged by customer number. ***Storage Medium:*** Computer tape. ***Program Record Number:*** BDBC FLS 035

Investments and Venture Capital
Description: Correspondence, policy, procedures, and records related to the disbursement and monitoring of funds where there is an investment or venture capital factor. ***Topics:*** Enquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; underwriting; mergers; acquisitions and divestitures; arrears; category classification; write-offs. ***Program Record Number:*** BDBC FLS 045

Loan Accounting and Processing System (LAPS)
Description: Database containing accounting and statistical information on Bank loans, investments and guarantees. The initial data are entered from the loan authorization form and are continually updated throughout the administration of a customer account. ***Topics:*** Customer identification - name, address, branch, industry code; category code and zone code; loan information - type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Access:* Files arranged by customer number. ***Storage Medium:*** Computer disk or tape. ***Program Record Number:*** BDBC FLS 025

Loans, Guarantees and Other Types of Financing
Description: Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. ***Topics:*** Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint loans; disbursements; category classification and write-offs. ***Program Record Number:*** BDBC FLS 020

Management Counselling and Consulting
Description: Information on policy matters governing the administration of the Bank's counselling and consulting services, accounting procedures and related correspondence. For many years, FBDB and BDC carried on their counselling services under the acronym "CASE" (Counselling Assistance to Small Enterprises). Information on policy matters and activities of financial and strategic planning services and related correspondence. ***Topics:*** Engagement of coordinators; contract administration; coordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE. Evaluations of planning programs; conferences; activity reports; budgets; general administration. ***Program Record Number:*** BDBC MTS 055

Management Services / Consulting Group
Description: Basic administrative records of the Consulting Group's management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. ***Topics:*** Complimentary letters; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; sales tax; systems development; activity reports - head office, regional and branch statistical reports, evaluations and related correspondence; Small Business Week; Business Management Awards. ***Program Record Number:*** BDBC MTS 050

Management Training
Description: Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, Small Business Institute program, training of trainers, management training workshops, research and development and graphic design. ***Topics:*** Audio-visual aids pertaining to joint seminars; workshops; owner-manager courses and advertising; owner-manager course development and curriculum; provincial conferences; joint seminars with other associations or organizations; seminar development; budgets; contracts; "Minding Your Own Business" (MYOB) Series; publications. ***Program Record Number:*** BDBC MTS 065

Policy
Description: Information on Bank lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. ***Topics:*** Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus. ***Program Record Number:*** BDBC FLS 010

Reports
Description: Activity reports prepared by Financial Services at Head Office, the areas and branches, including reports of accounts in arrears, equity investments, write-offs, and disbursements. ***Topics:*** Reports - from head office, areas and branches on accounts (over $500,000) in arrears for more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule;

report analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed; and semi-annual investment return reports. ***Program Record Number:*** BDBC FLS 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Pacts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Co-operation and Liaison

Equipment and Supplies

Finance

Furniture and Furnishings

Lands

Office Appliances

Procurement

Utilities

Vehicles

Personal Information Banks

Access to Information and Privacy Requests Data Bank

Description: This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints. ***Class of Individuals:*** Individuals legally entitled to access. ***Purpose:*** The information is used for processing requests; to assist in the preparation of annual activity reports, and to provide a record of all such requests received by the Bank. ***Consistent Uses:*** Compiling statistics for required reports. ***Retention and Disposal Standards:*** These files are held for six years after the last administrative use, then destroyed. ***TBS Registration:*** 003747 ***Bank Number:*** BDBC PPU 030

Applications for Employment

Description: This bank contains recruitment documents or applications for employment with the Bank and any related correspondence. This bank may also contain personnel or staffing interviews, psychological tests, test results and analysts' reports. ***Class of Individuals:*** Potential BDC employees. ***Purpose:*** To meet the human resources needs of BDC. ***Consistent Uses:*** Information may be transferred to an employee bank if the individual is offered and accepts employment. This information may also be used for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Retained a minimum of two years. However, unsolicited applications are destroyed after six months. ***TBS Registration:*** 003750 ***Bank Number:*** BDBC PPU 020

Board of Directors

Description: This bank contains correspondence relating to recommended nominees, the Order-in-Council appointing the member, a brief biography, statement of qualifications, statement of acceptances, oath of fidelity and secrecy and statement of conflict of interest. ***Class of Individuals:*** Candidates for appointment and appointees to the Bank's Board of Directors. ***Purpose:*** The purpose of this bank is to assist in the appointment of individuals as directors of the Bank and to record information regarding their services as directors, including declarations on conflict of interest. ***Consistent Uses:*** The information in this bank is used for reporting required for Treasury Board Secretariat and the Privy Council Office. ***Retention and Disposal Standards:*** Records are retained permanently for historical purposes. ***TBS Registration:*** 003754 ***Bank Number:*** BDBC PPU 095

Customer Surveys

Description: This bank contains responses obtained via questionnaires relating to customer knowledge of BDC products and/or satisfaction with its dealings with BDC and may include the customer's name, address and telephone number. ***Class of Individuals:*** Potential, current, and former BDC customers. ***Purpose:*** The information is used to obtain an accurate assessment of customer satisfaction and awareness. ***Consistent Uses:*** Compiling statistics for required reports. ***Retention and Disposal Standards:*** Records are kept for a period of 1 year, archived for 5 years then destroyed. ***TBS Registration:*** 003924 ***Bank Number:*** BDBC PPU 100

Loan Applications - Client Files

Description: This bank contains information relating to individuals who apply for different types of loans offered by the Bank under various programs. The information consists of loan application forms, financial statements, appraisal reports, personal income and other client profile information, copies of correspondence relating to the repayment and ongoing administration of the loans and related legal documentation. ***Class of Individuals:*** Individuals who apply for loans. ***Purpose:*** The purpose of this bank is to determine eligibility for loans and the administration of loans. ***Consistent Uses:*** Information in this bank is used for statistical purposes, monitoring, loan

renewals, collection and recovery administration. Information may be shared with entities used by BDC in collection and recovery proceedings. ***Retention and Disposal Standards:*** Records on approved loans are retained for 1 year from the date loan is fully repaid, and then archived for 10 years after which time they are destroyed. Files for abortive/cancelled loans or withdrawn/rejected applications are kept for 2 years, and then destroyed. Written off accounts are kept five years after they've been written off and archived for another 10 years and then destroyed. ***TBS Registration:*** 003753 ***Bank Number:*** BDBC PPU 050

Mailing Lists
Description: This bank contains mailing lists with the names and addresses of individuals, fims, companies, groups, etc. ***Class of Individuals:*** Individuals, firms, companies, groups, etc. ***Purpose:*** To maintain standard lists of individuals, organizations, groups, businesses, etc., for the purpose of mailing publications, reports, newsletters, information bulletins and other documentation on BDC's activities, programs and marketing. ***Consistent Uses:*** The information is used to mail and distribute documentation to individuals on the mailing lists. ***Retention and Disposal Standards:*** Records are updated continuously and the information is kept until superseded. ***TBS Registration:*** 003755 ***Bank Number:*** BDBC PPU 045

Management Services' Participants
Description: This bank contains the names, addresses and telephone numbers of participants in seminars and workshops offered under the consulting, counselling, training and mentoring programs of BDC's Consulting Group (formerly the Management Services Division). It may also contain company name, type of business, size of business and other company demographics. ***Class of Individuals:*** Individuals, organizations, firms, businesses, etc. ***Purpose:*** To maintain standard lists of individuals, organizations, firms and businesses for marketing purposes to mail information on current forthcoming events. The information may also be used for statistical purposes to provide analytical reports and have a better understanding of clientele profile. ***Consistent Uses:*** The information is used to mail and distribute documentation to participants. ***Retention and Disposal Standards:*** Records are updated continuously and information kept until superseded. ***TBS Registration:*** 003756 ***Bank Number:*** BDBC PPU 040

Regional Register of CASE Counsellors and Consultants
Description: This bank contains information on business and professional people who are registered as counsellors under the former CASE counselling program (now the Bank's Consulting Group Services). The information consists of their name, address, telephone number, SIN number, areas of specialization, availability, travel restrictions and background. ***Class of Individuals:*** Business and professional people registered under the program. ***Purpose:*** The data was compiled or obtained to provide information to coordinators on the qualifications and experience of counsellors with a view to matching them with the needs of the applicant business. ***Retention and Disposal Standards:*** Records are retained for six years from the date they become inactive. ***TBS Registration:*** 003371 ***Bank Number:*** BDBC PPU 005

Requests from Federal Investigative Bodies
Description: This bank contains requests for personal information pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** The purpose of this bank is to meet the requirements of the Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Files are retained for six years after their last administrative action and are then destroyed. ***TBS Registration:*** 003746 ***Bank Number:*** BDBC PPU 025

Temporary Help Agencies
Description: This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly rate charges by the agency, the approximate duration of employment, the name of the contact person at the agency and a description of the selection criteria. ***Class of Individuals:*** Personnel referred by the agencies. ***Purpose:*** The purpose of this bank is to maintain a record of temporary help personnel. ***Consistent Uses:*** This bank is also used to back up financial records and invoices. ***Retention and Disposal Standards:*** The records are retained for two years for administrative purposes and then destroyed. ***TBS Registration:*** 003749 ***Bank Number:*** BDBC PPU 015

Classes of Personal Information
In the course of conducting the programs and activities of the Loans, Venture Capital and Management Services Divisions, some personal information may be accumulated within the Bank's client files. Information may include such items as an individual's name, age, marital status, employment or managerial history, or information relating to financial transactions in which the individual is or has been involved. This form of personal information is normally retrievable only if specific information concerning the name of the enterprise or the number of the account concerned is provided.

Manuals

- BDC/FBDB Circular Manual
- CASE Operating Manual

- Environmental Risk Management Manual
- Legal - Miscellaneous Procedures Guides
- Modules and resource books for Credit Personnel Training Program (CPTP)
- Standard File Classification Manual
- Various guidebooks for new BDC products and services (e.g. patient capital, micro-business program, etc.)

Additional Information

Requests for further information about the Bank and its various programs and functions may be directed to:

Director, Communications
Business Development Bank of Canada
BDC Building
5 Place Ville Marie
Montreal, Quebec
H3B 5E7

(514) 283-7515

Reading Room

In accordance with the Access to Information Act, an area in the Bank's Legal Services library at the premises listed below has been designated as a public reading room:

Head Office
BDC Building
5 Place Ville Marie
Montreal, Quebec
H3B 5E7

(514) 283-5904

Canada Council for the Arts
Chapter 8

General Information

Background
The Canada Council for the Arts was created by the Parliament of Canada in 1957 (Canada Council Act, 1957, RSC 1970 c-2, as amended). The mandate of the Canada Council (Section 8(1)) is "to foster and promote the study and enjoyment of, and the production of works in, the arts."

Responsibilities
The general policy objective of the Canada Council for the Arts is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines.

In addition to its mandate to foster and promote the arts, the Canada Council for the Arts has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) (Subsection 8(2), Order-in-Council PC 1957-831), in conformity with the constitution of UNESCO.

The Council also administers the Killam program of scholarly awards and prizes, financed from a private legacy. The Public Lending Right Commission, which provides payments to Canadian authors for the public use of their works in Canadian libraries, operates under the aegis of the Council.

Legislation
- Canada Council Act

Organization

Arts Division

♦ Canada Council Art Bank
Rents a collection of over 17,000 works of art by more than 2,500 contemporary Canadian artists to federal government departments and agencies, public institutions, non-profit organizations and to the private sector.

♦ Dance Section
Responsible for support to individual artists and to professional Canadian dance companies and organizations in ballet, modern and experimental dance.

♦ Media Arts Section
Provides support to independent professional artists for the creation of works using conventional and/or new acoustic and visual technologies and their related media. It administers four production and creative development programs: film, video, new media and audio, and first productions. It also administers a presentation, distribution and development program. These programs are concerned with production and dissemination in multiple format media, including computer processing, visual and acoustic imaging and system control. In addition to direct production assistance, support is available to non-profit media art organizations through operational and project funds, as well as interdisciplinary work and performance art creation and touring grants.

♦ Music Section
Responsible for support to professional Canadian musicians, music companies, organizations and associations. Its programs include grants to orchestras, opera companies, choirs, contemporary/new music groups, small ensembles and other music groups and organizations in jazz, world and folk music, commissioning of Canadian compositions, residencies, aid to sound recording by Canadian producers and companies, and touring, presenting and management in Canada.

♦ Theatre Section
Responsible for support to professional theatre artists, companies and organizations. Its programs include grants to individual theatre artists, theatre production project grants, First Peoples' infrastructure project grants, operating grants to professional theatre organizations, theatre touring and presenting program.

♦ Visual Arts Section
Responsible for support to professional visual artists, art institutions, and associations. Its programs include aid to artist centres; exhibition and programming assistance to art galleries; visiting artist program; studios in Paris and Rome, Chalmers fund for the crafts; project assistance for initiatives in contemporary visual art and architecture.

♦ Writing and Publishing Section
Responsible for support to publishing companies, organizations and associations, and support to writers. Its programs include block grants and project grants to book publishers; translation grants; aid to international translation; aid to periodicals; promotion and distribution of Canadian books and periodicals.

Information Holdings

Program Records

Art Bank Data Bank
Description: The Art Bank databank is divided into two interlinked database systems: one which deals with the collection of works of art and the artists, the other, with the contractual part of the rental program. ***Topics:*** A) In addition to the hard copy records and files, information on all artists in the collection is maintained and includes: year of birth, year of death, sex, language (English or French), address and telephone number (if available). Information is also maintained on all works in the collection and includes: titles, execution date, medium, weight, dimensions, symmetry, signature and date location on work, date of purchase, price, jury members at time of purchase, physical location of the work and a history of the rented and exhibited works. B) Rental contracts are produced from the Contract database and links every rented work in the collection to a rental agreement. In addition to the hard copy records and files, information maintained includes: department name, contact (address and telephone number), location of each rented work (room, section, floor, building, street address), rental fee for each work and all factual information related to each contract. ***Access:*** Financial records and accounts receivable are maintained for all active agreements. ***Storage Medium:*** Computerized database, paper case files. ***Program Record Number:*** CAC ART 001

Art Bank Digital Image Bank
Description: The Art Bank Image Bank contains some 20,000 images of works of art from the Canada Council Art Bank. ***Topics:*** These images, delivered in three-size formats: Thumbnail, Quick-View and Full-size, are stored on a stand-alone computer using a software technology called ArchiMedia, short for archives of media. This software links the images with some basic artist and artwork information such as: artist name, title and execution date of work, medium, weight, dimensions and rental fee. This information is downloaded from our database and updated on a regular basis. There is a master Kodak Photo CD for all works in this bank. ***Access:*** It is used mainly by the Art Consultants as a marketing tool with potential rental clients. ***Storage Medium:*** Computerized digital images and database. ***Program Record Number:*** CAC ART 017

Art Bank Programs
Description: Correspondence and information on the Art Bank. ***Topics:*** Policy; Advisory selection committee; insurance; loans to art galleries for exhibitions; long-term loans to galleries; special purchase assistance; special projects. ***Access:*** Files arranged by subject for program files. All program files and case files, except art gallery purchases, are maintained by the Art Bank. ***Storage Medium:*** Paper case files. ***Program Record Number:*** CAC ARB 155

Arts Awards Service - Case files
Description: Case files for all grants that were administered by the Arts Awards Service. (The Arts Awards' programs have been cancelled and support to individual artists has been integrated in the disciplinary sections.) ***Topics:*** Arts grants "A" and "B", non-fiction writing; project and travel grants. ***Access:*** Files are arranged by applicant and are retained by the Canada Council for the Arts for a period of eight years. ***Storage Medium:*** computerized database and paper case files. ***Program Record Number:*** CAC AAS 050

Arts Division - General File
Description: Correspondence and other information on the Arts Division, but not unique to a specific discipline or section. ***Topics:*** Policies and procedures; art surveys and reports; studies; arts advisory policies and historical data; appeal procedures; ***Access:*** Information arranged by program, by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC ART 015

Arts Programs Data Bank
Description: In addition to the hard copy records and files, the electronic data bank of information is maintained on all individuals, group of individuals and organizations who apply for grants. ***Topics:*** This bank includes the applicant's name, address, sex, language of applications (English and French), title of project and amounts of money requested and awarded. Adjudication records and financial payment are maintained for each program. The bank is use for historical records of all applicants and to initiate and record payment transactions. Sections and programs included in this Data Bank are Arts Awards Service, Dance Section, Explorations Program, Killam Program, Media Arts Section, Music Section, Theatre Section, Touring Office, Visual Arts Section, Writing and Publishing Section. (The Arts Awards Service, the Explorations Program and the Touring Office have been cancelled but support has been integrated in the disciplinary sections.) ***Access:*** Information arranged by applicant, by program. ***Storage Medium:*** Computerized database. ***Program Record Number:*** CAC ART 002

Assistance to First Peoples for Curatorial Residencies in Visual Arts
Description: This initiative provides professional development in all aspects of curatorial practice in visual arts to First Peoples at their chosen host institution. For this program, visual arts includes painting, sculpture, mixed media, installation, photography and crafts. The minimum duration of each residency is one year. ***Topics:*** Grants to individuals. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC FPS 031

Awards and Prizes
Description: Correspondence and case files on the various awards and prize programs operated by the Canada Council for the Arts. ***Topics:*** Canada Council Molson Prizes; Izaak Walton Killam Memorial Prizes; Glenn Gould Prize; Saidye Bronfman Award. Awards by discipline: Dance: Jacqueline Lemieux Prize; Dance and Theatre: Peter Dwyer Scholarships. Literature: Governor General's Literary Awards and the Canada-Japan Book Award. Media Arts: Bell Canada Award in Video Art and the Petro-Canada Award in Media Arts. Music: Canada Council Musical Instrument Bank, Virginia Parker Award, Sylva Gelber Foundation Award, Jules Léger Prize for New Chamber Music, Healey Willan Prize, Canada Council Grand Prize for the CBC Young Composers Competition, Sir Ernest MacMillan memorial Prize in Choral Conducting, Robert Fleming Prize and the Jean-Marie Beaudet Award in Orchestra Conducting. Theatre: John Hirsch Prize. Visual Arts: Prix de Rome in Architecture, Ronald J. Thom Award for Early Design Achievement and the Duke and Duchess of York Prize in Photography. Various Arts Disciplines: J.B.C. Watkins Award, Joseph S. Stauffer Prizes and Victor Martyn Lynch-Staunton Awards. Fine Arts or Humanities: Coburn Fellowships. Humanities, Social Sciences, Health Sciences, Natural Sciences and Engineering: Killam Research Fellowships and the John G. Diefenbaker Award. International Prizes: Kennedy Centre Fellowships of the Americas. ***Access:*** Files arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC ART 005

Cultural Equity in the Arts
Description: Policy file, correspondence and other information on Cultural Equity in the Arts. ***Topics:*** Policy; artists' letters and response; Canada Council for the Arts assistance programs; Canada Council for the Arts members; cultural appropriation; data base - Canada Council visible minority; prospective jury members; racial equality - Council documents; successful application reports; Report and recommendations of the Second Advisory Committee for Racial Equality in the Arts at the Canada Council for the Arts; Council juries; Internship program; advisory committee for equity in the arts; joint committee for Native and racial advisory committees; Council documents racial equality; Federal government; international organizations; special events. ***Access:*** Files arranged by subject, by organization. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC ART 016

Dance Case Files
Description: Case files for all grant and service programs of the Dance Section. ***Topics:*** Grants to individuals, grants to organizations/companies; creation and dissemination; other grants. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC DAS 060

Dance Programs
Description: Correspondence and information (not related to the actual applications) on the grant and service programs of the Dance Section. ***Topics:*** Policies and procedures of the Section; advisory committee of the Section. ***Access:*** by subject. ***Storage Medium:*** Computerized database and paper files. ***Program Record Number:*** CAC DAS 055

Enquiries and Correspondence
Description: General enquiries on eligibility for grants under programs administered by the Canada Council for the Arts; also general correspondence. ***Topics:*** Routine correspondence - ineligible project proposals, requests for information, requests for application forms. ***Access:*** Files arranged by enquirer and are retained for two years. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC AAS 025

Explorations Case Files
Description: Applications to the Explorations Program. (The Explorations program has been cancelled and support to individual artists/groups has been integrated in the disciplinary sections.) ***Topics:*** Exploration grants -- scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video, and audio experiments, community-based cultural animation projects and local and regional histories. ***Access:*** Files arranged by applicant and are retained by the Canada Council for the Arts for a period of eight years. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC EXP 070

First Peoples Secretariat
Description: In collaboration with First Peoples Committee on the Arts and with all Sections at the Canada Council for the Arts, the First Peoples Secretariat has primary responsibility for developing policies, programs, strategic initiatives and budgets to support First Peoples artistic practices in all disciplines currently recognized by the Council, as well as those defined by First Peoples artists. The First Peoples Committee on the Arts advises Council on issues that impact on the development of First Peoples arts and recommends the most effective models of funding support for First Peoples artistic practices. ***Topics:*** Policy; artists' letters and responses; Canada Council for the Arts assistance programs; Canada Council for the Arts members; appropriation; prospective jury members; Report of the First Peoples Advisory Committee to the Canada Council for the Arts; funding for First Peoples; Council juries; First Peoples advisory committee and First Peoples Committee on the Arts. ***Access:*** Files arranged by subject. ***Storage Medium:*** computerized database and paper files ***Program Record Number:*** CAC ART 018

Juries and Assessors
Description: Correspondence and other information on the Canada Council system of peer evaluation which uses

juries and assessors. ***Topics:*** Policy; list of assessors. ***Access:*** Files arranged by discipline. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC AAS 040

Jurors, Assessors and Advisors Data Bank
Description: This database includes the names of potential jury, peer committee members and/or assessors. ***Topics:*** The information included on each individual includes: address, sex, language (French or English, bilingual if applicable), home and/or business telephone number(s), status, art discipline and specialization(s), affiliation and historical records of services rendered. Sections and Programs included in this Data Bank are Arts Awards Service, Dance Section, Explorations Program, Media Arts Section, Music Section, Theatre Section, Touring Office, Visual Arts Section, Writing and Publishing Section. ***Access:*** Information arranged by individual, by program, by subject. ***Storage Medium:*** Computerized database. ***Program Record Number:*** CAC ART 003

Media Arts Case Files
Description: Case files for all grant and service programs of the Media Arts Section. ***Topics:*** Grants for individual artists in the following disciplines: film, video, new media and audio; grants for media arts production organizations; annual operating assistance, project, presentation, circulation, distribution and interdisciplinary work and performance art creation and touring grants. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC MAS 175

Media Arts Programs
Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Media Arts Section. ***Topics:*** Policy; Media Arts Advisory Committee. ***Access:*** Files arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC MAS 170

Music Case Files
Description: Case files for all grant and service programs of the Music Section. ***Topics:*** Grants to individual musicians: classical music and non-classical as well as travel grants. Financial assistance to choirs, small ensembles/bands, contemporary/new music ensembles and organizations (classical), orchestras, opera/music theatre as well as music touring, presenting and management. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC MUS 100

Music Programs
Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Music Section. ***Topics:*** Policies; Music Advisory Committee ***Access:*** Files arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC MUS 095

Public Lending Right Commission Data Bank
Description: In addition to hard copy files on all PLR registrants, a data bank of information is maintained on each registrant. Information is taken from these data files to produce the cheques sent annually to eligible PLR registrants and to produce statistics for PLR's annual report. ***Topics:*** This information includes the registrant's name, address, telephone number, citizenship, language (English or French) and Social Insurance Number. Individual payment history summaries and lists of declared book titles are also maintained. In addition, a record is kept on each registered title. Recorded here are the title's category (fiction, nonfiction, etc.), its language (English, French, bilingual, other), eligibility, library search results, the amount paid in the current year and the status of the registrants (author, translator, etc.). ***Access:*** Information arranged by individual, by title. ***Storage Medium:*** Computerized database. ***Program Record Number:*** CAC ART 004

Theatre Case Files
Description: Case files for all grant and service programs of the Theatre Section. ***Topics:*** Programs for individuals include: travel grants, established and emerging artists, project grants in creation/development as well as project assistance for infrastructure support to First Peoples Theatre Organizations. Other programs are Operaring Grants to Professional Theatre Organizations and Theatre Touring and Presenting. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC THS 110

Theatre Programs
Description: Correspondence and information not related to actual applications on the grant and service programs of the Theatre Section. ***Topics:*** Policy; playwrighting; theatre for young audiences; Theatre Advisory Committee. ***Access:*** Files arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC THS 105

Touring Office Case Files
Description: Case files for all grant programs of the Touring Office. As of April 1997, the Touring Office ceased to exist as a distinct section and its programs have been integrated in the disciplinary sections. ***Topics:*** Touring grants -- music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number***: CAC TOO 140

Visual Arts Case Files
Description: Case files for all grant and service programs of the Visual Arts Section. ***Topics:*** Galleries program; Artist-Run Centres' programs as well as programs for visual artists. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC VAS 150

Visual Arts Programs
Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Visual Arts Section. ***Topics:*** Policy; Visual Arts Advisory Committee. ***Access:*** Files arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC VAS 145

Writing and Publishing Case Files
Description: Case files for all grant and service programs of the Writing and Publishing Section. ***Topics:*** Book publishing support; international translation grants, grants to literary and art magazines; First Peoples Words as well as grants for professional writers and travel. ***Access:*** Files arranged by applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC WPS 165

Writing and Publishing Programs
Description: Correspondence and information (not related to actual applications) on the grant and service programs. ***Topics:*** Policy; Writing and Publishing Advisory Committee. ***Access:*** Files arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** CAC WPS 160

Personal Information Banks

Arts Organizations/Companies Case Files
Description: Arts organizations and companies' grant files containing correspondence relating to the preliminary inquiry, the application with supporting data, financial information, the adjudication result and details of payment if a grant is awarded. Files may also contain artistic assessments. The files are organized alphabetically according to the program and discipline. ***Class of Individuals:*** arts organizations and companies in the following disciplines: Theatre, Music, Dance, Writing and Publishing, Visual and Media Arts. ***Purpose:*** Contains files of arts organizations and companies who have applied for a grant to the various programs at the Canada Council for the Arts. ***Consistent Uses:*** The files are used in the adjudication process of grant requests. ***Retention and Disposal Standards:*** Files are retained for eight years (successful and unsuccessful applications). *PAC Number:* 83-038 ***TBS Registration:*** 001648 ***Bank Number:*** CAC PPU 130

Access to Information and Privacy Bank
Description: This bank contains requests from individuals seeking information under the Access to Information and Privacy Acts, replies to such requests and information related to their processing. ***Class of Individuals:*** Canadian citizens, other individuals who have made requests under the Acts. ***Purpose:*** The bank is used to process requests of access to information and privacy and report the total number of requests processed. ***Retention and Disposal Standards:*** Records are maintained for two years following the last administrative action. ***TBS Registration:*** 003288 ***Bank Number:*** CAC PPU 145

Applications for Employment
Description: The bank is used to maintain an inventory of applications received from individuals seeking employment with the Canada Council. Records include both applications solicited for specific competitions and unsolicited applications. It may include covering letters, career résumés and letters of recommendation. Résumés normally provide individual's name, social insurance number, address, personal characteristics, employment history, and other personal information. ***Class of Individuals:*** Individuals - Canadian citizens or permanent residents. ***Purpose:*** Applications are used to assist in filling available positions. ***Retention and Disposal Standards:*** Solicited applications are kept for two years and suitable unsolicited applications are kept for six months. ***TBS Registration:*** 003274 ***Bank Number:*** CAC PPU 090

Applications for Employment (outside the Council)
Description: The purpose of this bank is to maintain a record of applications from individuals for employment with UNESCO in Paris and elsewhere abroad (i.e. positions other than with the secretariat of the Canadian Commission). The bank contains names, addresses and requests. Applications including resume, covering letter, etc. are forwarded to the relevant office or body. ***Class of Individuals:*** Individuals - Canadian citizens or permanent residents. ***Purpose:*** Applications are used to assist in filling available positions. ***Retention and Disposal Standards:*** Records are retained for five years, after which they are destroyed. ***TBS Registration:*** 003273 ***Bank Number***: CAC PPU 110

Art Bank Catalogue
Description: This bank is used to list all works purchased for the art bank collection. It lists all works in the collection, giving information on the artists, place and date of birth, as well as the title, medium, size and accession number of each work. ***Class of Individuals:*** Artists. ***Purpose:*** It is used for research purposes by the art bank. ***Consistent Uses:*** It is also used for research purposes by the general public. ***Retention and Disposal Standards:*** Records are updated on a yearly basis to account for changes in the collection. The last

catalogue was produced in 1992. ***TBS Registration:*** 003276 ***Bank Number:*** CAC PPU 060

Arts Tracking System
Description: The ATS is a corporate database system used for the Canada Council's operations and activities. It provides a single repository for all information on contacts and programs, tracks grant applications and grant processing and generates corporate mailings. There are electronic links to the Financial Management System for budget allocations and payments. ***Class of Individuals:*** Individuals, artists, peer assessors, members of arts organizations and associations, Members of Parliament, government staff, media contacts, university personnel and the Canada Council's clients. Each computer record has a unique reference number which identifies the contact. ***Purpose:*** The Arts Tracking System replaces any databases of systems previously used to register, store, modify or manage contact data, grant processing and corporate mailing lists. ***Consistent Uses:*** The ATS tracks grant applications and facilitates the sending of Council's publications to interested parties. The Canada Council for the Arts' mailing list of organizations may be sold to other organizations and or institutions. ***Retention and Disposal Standards:*** Records are revised on an ongoing basis. Names are added or deleted at the request of contacts, or as programs change. ***TBS Registration:*** 004244 ***Bank Number:*** CAC PPU 020

Biographical Files
Description: The purpose of this bank is to collect biographical information on artists, including biographies sent by artists or their dealers, invitations to exhibition openings, newspaper clippings, etc. ***Class of Individuals:*** Artists. ***Purpose:*** It is used as research information by staff and the public. ***Retention and Disposal Standards:*** Records are kept permanently. ***TBS Registration:*** 003278 ***Bank Number:*** CAC PPU 050

Damaged/Lost Works
Description: The purpose of this bank is to document lost or damaged art bank works. It contains condition reports, correspondence with clients, conservators, insurance adjusters, etc., as well as invoices and copies of cheques. ***Class of Individuals:*** Individual artists, conservators, insurance adjusters. ***Purpose:*** It is used to keep track of damaged works, restoration procedures, costs and payment and where works were lost or stolen. ***Retention and Disposal Standards:*** Records are kept permanently. ***TBS Registration:*** 003281 ***Bank Number:*** CAC PPU 065

Federal Investigative Body Requests
Description: This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. ***Class of Individuals:*** Individuals from whom information has been requested by federal investigative bodies. ***Purpose:*** The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by the Canada Council are properly authorized. ***Consistent Uses:*** The records are used to monitor and maintain a record of the information requested and/or provide it to federal investigative bodies, and to ensure compliance with the Privacy Act. The records may be viewed by the Privacy Commissioner or delegate when investigating complaints. ***Retention and Disposal Standards:*** Records in this bank are retained for two years after their last administrative use, and are then destroyed. ***PAC Number:*** 85-001 ***TBS Registration:*** 001650 ***Bank Number:*** CAC PPU 140

Individual Arts Grants Case Files
Description: Contains the correspondence relating to the preliminary inquiry, the application with supporting data which includes the name, address, phone, fax or e-mail numbers, budget of the proposed project of each candidate applying for a grant as well as the adjudication result and details of payment if a grant is awarded. In addition, the files may contain letters of reference or assessments, which are sent directly to the Canada Council without being seen by the candidate. The files are organized alphabetically according to the program and discipline. ***Class of Individuals:*** individual artists in the following disciplines: Theatre, Music, Dance, Writing and Publishing, Visual and Media Arts ***Purpose:*** Contains files of individuals who have applied to the various programs at the Canada Council for the Arts. ***Consistent Uses:*** Used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants. ***Retention and Disposal Standards:*** Information is retained for eight years (successful and unsuccessful applications). ***PAC Number:*** 83-038 ***TBS Registration:*** 000313 ***Bank Number:*** CAC PPU 115

Installation Works of Art Files
Description: It contains diagrams and forms, supplied by artists or their dealers, giving details on installation of works of art. ***Class of Individuals:*** Individual artists, dealers. ***Purpose:*** The purpose of this bank is to collect descriptive data on works purchased, especially on how works should be installed.The files are used to identify works and assist with their installation. ***Retention and Disposal Standards:*** Records are kept permanently. ***TBS Registration:*** 003282 ***Bank Number:*** CAC PPU 045

Izaak Walton Killam Memorial Prize
Description: The files contain names, addresses, phone, fax or e-mail numbers and curriculum vitae of candidates, as well as up to 12 confidential letters of nomination and support sent directly to the Killam Program. The files are organized numerically. The bank is managed by the Killam Program office. ***Class of Individuals:*** Candidates who have been nominated for the Izaak Walton Killam

Memorial Prize. ***Purpose:*** The files are used for the adjudication of the Prize. ***Retention and Disposal Standards:*** Files are retained for eight years (successful and unsuccessful applications). ***TBS Registration:*** 002206 ***Bank Number:*** CAC PPU 160

Killam Research Fellowship
Description: The files contain names, addresses, phone, fax or e-mail numbers and curriculum vitae of candidates, four or more letters of appraisal sent directly to the Killam Program by assessors selected by Killam staff, and two or more letters of appraisal sent directly to the Killam Program by referees nominated by the candidate. The files are organized numerically. ***Class of Individuals:*** Applicants for a Killam Research Fellowship. ***Purpose:*** The files are used for the adjudication of the Fellowship competition. ***Retention and Disposal Standards:*** Files will be retained for eight years (successful and unsuccessful applications). ***TBS Registration:*** 002208 ***Bank Number:*** CAC PPU 155

Public Lending Right Commission Case Files
Description: This bank contains the name, address, phone number, Social Insurance Number and citizenship of the applicant, plus supporting documentation for the book titles being registered. In each author's file, there is a yearly record of the number of libraries the books were found in, the amount the individual books earned, and the author's total PLR earnings for the year. ***Class of Individuals:*** Canadian authors, co-authors, editors, translators, illustrators, anthology contributors and photographers who have applied for the PLR Program. ***Purpose:*** The files are used to verify that authors and titles are eligible under the criteria established by the Commission. ***Retention and Disposal Standards:*** All files are retained (successful and unsuccessful applications). ***TBS Registration:*** 002207 ***Bank Number:*** CAC PPU 150

Purchase of Art Works from Artists Case Files
Description: The purpose of this bank is to maintain a record of applications to the art bank for the purchase of artworks from individual artists. It contains case files, including letters of application from individual artists, correspondence to and from artists, invoices, biographical data, information relating to artists' copyrights and artists' representatives and jury decisions. ***Class of Individuals:*** Individual artists. ***Purpose:*** It is used to keep records on applications by artists for purchases of their work, to ensure payment is made for each work purchased, and to accumulate information on all works purchased from one artist. ***Retention and Disposal Standards:*** Files are kept permanently for successful applications. Files on unsuccessful applicants are retained at the Council for three years, after which they are destroyed. ***TBS Registration:*** 003284 ***Bank Number:*** CAC PPU 035

Repurchase Program
Description: This program was cancelled in 1996. The purpose of this bank is to maintain a record of artists' requests to repurchase works of art originally sold to the art bank. Financial transactions are also recorded in these files. It contains letters of application from artists or their dealers, details of repurchase costs, invoices, correspondence to artists informing them of the art bank decision and copies of cheques. ***Class of Individuals:*** Individual Artists. ***Purpose:*** The bank contains records on the repurchase program and the number of works each artist has requested for repurchase. ***Retention and Disposal Standards:*** Records are kept permanently. ***TBS Registration:*** 003285 ***Bank Number:*** CAC PPU 070

The Canadian Painters and Canadian Sculpture Slide Sets
Description: The purpose of this bank is to maintain slide sets of Canadian contemporary artwork for sale to the public. Short biographies of the artists involved and descriptions of their works are included in order to identify the slides. ***Class of Individuals:*** Individual artists. ***Purpose:*** The slide sets are destined for sale to the general public, even though the main clients are libraries, universities and art galleries. ***Retention and Disposal Standards:*** Slides are kept until all sets are sold. ***TBS Registration:*** 003286 ***Bank Number:*** CAC PPU 080

The John G. Diefenbaker Award Case Files
Description: The files contain letters of nomination of German scholars for the award, as well as addresses, phone, fax or e-mail numbers and curriculum vitae of the candidates. The files are organized numerically. The bank is managed by the Killam Program office. ***Class of Individuals:*** German scholars who have been nominated for the award. ***Purpose:*** The files are used for the adjudication of the Award. ***Retention and Disposal Standards:*** Files are retained for eight years (successful and unsuccessful applications). ***TBS Registration:*** 003131 ***Bank Number:*** CAC PPU 170

UNESCO Mailing List
Description: The purpose of this bank is to maintain a record of members of the Commission to whom publications, including reports, press releases, and the minutes of meetings, may be sent. It contains addresses which normally include the individual's name, address, and telephone number as well as codes identifying disciplines of interest such as education, natural sciences, social sciences, culture, communications, etc. ***Class of Individuals:*** Individuals. ***Purpose:*** This record is used to identify individuals to whom are sent UNESCO-related material. ***Retention and Disposal Standards:*** Information is held permanently, or until the client wishes to be removed from the list. ***TBS Registration:*** 003287 ***Bank Number:*** CAC PPU 095

Classes of Personal Information

Routine Correspondence and Other Subject Files
Personal information of a routine nature may be found in correspondence or other subject files. This information is generally not retrievable by personal name or other personal identifier and is normally not used for administrative purposes (e.g. requests for grant application forms or other correspondence not leading to an actual application).

Manuals

- Canada Council Policies Manual
- Chart of Financial Accounts
- Financial Policies and Procedures Manual
- Human Resources Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its programs and functions may be directed to:

The Canada Council for the Arts
Communications Section
350 Albert Street
P. O. Box 1047
Ottawa, Ontario
K1P 5V8

Reading Room

In accordance with the Access to Information Act, a reading room will be made available upon request. The address is:

350 Albert Street
Ottawa, Ontario.

In accordance with the Access to Information Act, a reading room will be made available upon request at, 350 Albert Street, Ottawa, Ontario.

Canada Customs and Revenue Agency
Chapter 9

General Information

Background

In 1927, the Department of National Revenue Act (now RSC 1985, C. N-16) established the Department of National Revenue by renaming the Department of Customs and Excise. The Department was responsible for assessing and collecting duties and taxes, monitoring the movement of people and goods across the Canadian border and protecting Canadian industries from foreign competition.

The same Act created a second department to collect income taxes, a responsibility that a commissioner from the Department of Finance had been carrying out. Each Department had the same minister, but had its own departmental organization headed by its own deputy minister.

In May 1994, Bill C-2, An Act to Amend the Department of National Revenue Act received Royal Assent and provided the legal basis for the creation of a consolidated department to carry out the activities previously performed by Revenue Canada, Customs and Excise and Revenue Canada, Taxation. A new regional structure was implemented in July 1994 combining the 23 parallel regions of Customs, Excise and Taxation into six consolidated regions. The Headquarters organization was also consolidated into six restructured program branches and six corporate branches.

Over the past several decades, Revenue Canada has come to play an ever greater role in Canadian society. In addition to its traditional role of administering Canada's tax system, trade policies and borders, the Department now plays a role in revenue generation and income redistribution. It also administers the Free Trade Agreement, the North American Free Trade Agreement and the World Trade Organization Agreement.

In fulfilling these responsibilities, the Department administers 66 Acts of Parliament, works on behalf of the federal, provincial, and territorial governments, and deals with virtually every business and individual in Canada.

On November 1, 1999, Revenue Canada will begin operations as the Canada Customs and Revenue Agency.

Responsibilities

Canada Customs and Revenue Agency responsibilities include revenue collection, trade administration, customs borders services, and various social and economic payments.

Canada Customs and Revenue Agency works on behalf of the federal, provincial and territorial governments as well as individuals and businesses to support Canada's social and economic progress.

The Department administers the Canada Child Tax Benefit, the GST/HST credit, and numerous provincial and territorial benefit and credit programs. It also collects federal and some provincial income taxes, the goods and services tax (GST), Harmonized Sales Tax (HST), Canada Pension plan contributions, Employment Insurance premiums, and customs and excise duties. As well, we collect excise taxes and, for provinces with agreements with the federal government, Canada Customs and Revenue Agency collects provincial sales tax, tobacco taxes, liquor markups and levies on non-commercial imports.

The Department also administers the border and trade aspects of the North American Free Trade Agreement (NAFTA), and the World Trade Organization (WTO) Agreement, as well as administering Canada's international tax agreements with other countries.

Finally, Canada Customs and Revenue Agency works in partnership with law enforcement agencies and other federal departments to protect Canadians and society as a whole by preventing illegal and dangerous goods and inadmissible people from entering Canada, and monitoring the movement of controlled and regulated goods.

Canada Customs and Revenue Agency continually strives to deliver our programs and services effectively, fairly and at the lowest possible cost. The Department's goals are to:

- provide accessible, responsive and reliable services at an affordable cost;
- deliver fair, responsible and effective enforcement programs in a manner that directly responds to changes in the environment;
- minimize the administrative cost and compliance burden on clients through the streamlining and simplifying of our legislation, programs, and operations;
- apply the principles of fairness diligently and consistently in all departmental programs to sustain public confidence and encourage voluntary compliance;
- ensure that the people of Canada Customs and Revenue Agency have the knowledge skills and support to work effectively in an environment that promotes and recognizes exemplary performance; and
- provide effective support for our programs and initiatives through responsive, modern, and integrated corporate policies, systems, and processes.

Legislation

- Canada Pension Plan, Part 1
- Canada-Chile Free Trade Agreement Implementation Act
- Canada Israel Free Trade Agreement Implementation Act
- Canada-United States Free Trade Agreement Implementation Act
- Children's Special Allowances Act
- Customs Act
- Customs and Excise Offshore Application Act
- Customs Tariff
- Department of National Revenue Act
- Employment Insurance Act, part IV and VII
- Excise Act
- Excise Tax Act
- Export Act
- Export and Import Permits Act
- Federal-Provincial Fiscal Arrangements Act
- Foreign Missions and International Organizations Act
- Fruit and vegetable Customs Orders Validation Act
- Importation of Intoxicating Liquors Act
- Income Tax Act
- Income Tax Application Rules
- Income Tax Conventions Interpretations Act
- North America Free Trade Agreement Implementation Act
- Petroleum and Gas Revenue Tax Act
- Privileges and Immunities (North Atlantic Treaty Organization (Act)
- Public Utilities Income Tax Transfer Act
- Special Import Measures Act
- Surcharges on Imports Order Act
- Tax Rebate Discounting Act
- Trade Marks Act
- World Trade Organization Agreement Implementation Act

Organization

♦ Appeals Branch

This branch is responsible for the resolution of disputes relative to the Income Tax Act, Excise Tax Act (including GST/HST), Canada Pension Plan (CPP), Employment Insurance (EI). It is also responsible for appeals related to seizures and ascertained forfeitures pursuant to the Customs Act, as well as dispute resolution and court appeals seeking redeterminations of tariff classification, origin, or value for duty decisions made under the Customs Act. This Branch is also responsible for the Agency coordination of the fairness provisions and the administration of voluntary disclosures.

♦ Assessment and Collections Branch

This branch is responsible for tax services such as client assistance, registration, assessment, accounting, collection, the Canada Child Tax Benefit and related provincial and territorial benefit and credit programs, and the GST/HST credit.

♦ Communications Branch

The Communications Branch is responsible for communications research, planning, advice, guidance and services.

♦ Corporate Affairs Branch

The Corporate Affairs Branch is responsible for corporate horizontal issues, employee and organizational renewal initiatives, and client service quality strategies, ministerial correspondence, access to information and privacy, parliamentary liaison, program evaluation, and internal audit services.

♦ Customs and Trade Administration Branch

The Customs and Trade Administration Branch is responsible for border services including the full range of facilitation, inspection, detention, collection, and enforcement activities at all ports of entry; trade policy administration including multilateral and regional trade policy agreements, other trade policy instruments, and duties relief programs.

♦ Finance and Administration Branch

This branch is responsible for finance, administration, security, resource and corporate information management, publishing of departmental documents, including forms, and guides, and laboratory and scientific services.

♦ Headquarters

Headquarters is the administrative decision centre of Canada Customs and Revenue Agency, and develops the Department's plans and policies. Nine Assistant Deputy Ministers and two Directors General, responsible for the eleven branches, report directly to the Deputy Minister. The Senior General Counsel of Legal Services serves in an advisory capacity to the Deputy Minister.

♦ Human Resources Branch

This branch is responsible for strategic support for major change initiatives, executive services and programs, policies, and services related to staffing, training and development, staff relations, organization, classification, human resources planning, official languages, employee assistance, pay and benefits, and employment equity.

♦ Information Technology Branch
This branch is responsible for information technology strategy, management and operation of the network and computing infrastructure, and development of systems.

♦ Legal Services
Legal Services is responsible for counsel and legal advisory services and coordination of Justice Canada services to the Department.

♦ Policy and Legislation Branch
This branch is responsible legislative development, interpretation and remission administration, international and intergovernmental relations, and the registration of charities and deferred income plans.

♦ Regional Operations
The six Assistant Deputy Ministers, Regional Operations are responsible for the delivery of customs border, trade administration and tax services in the Atlantic, Quebec, Northern Ontario, Southern Ontario, Prairie and Pacific regions.

♦ Verification, Enforcement and Compliance Research Branch
The Branch is responsible for ensuring compliance with excise. GST/HST and income tax legislation including international transactions and non-residents.

Information Holdings

Program Records

♦ Appeals Branch

Adjudications
Description: Information on seizures or ascertained forfeitures made under the Customs Act or the Excise Act for contravention of these or other Acts of Parliament for which the Agency has administrative authority, on a case-by-case basis. ***Topics:*** Information retained includes the subject commodity, seizing officer's report, letters of appeal, formal notices of reasons for seizure or forfeiture and final decision. ***Access:*** Cases are filed by number and cross-indexed alphabetically by company or individual. Automated index records are retained for six years. Reports on unappealed seizures are retained for six months and case files on appealed seizures are retained for five years after the last activity. ***Program Record Number:*** RC APP 250

Appeals Development and Fairness
Description: Information on the Fairness Initiative; on the Voluntary Disclosure Program; on the Appeals Human Resources Strategy; on the Appeals Case Management System and its implementation; on the Appeals Renewal Initiative; on the mandate of the Appeals Branch; and on the development of service standards. ***Topics:*** Mandates; guidelines; communications; projects; training and seminars; forms and letters; evaluations; quantitative and qualitative analysis and any other applicable reports. ***Program Record Number:*** RC APP 175

CPP/EI Appeals
Description: Information on appeals related to coverage questions and assessments payable by employers under the Employment Insurance Act and the Canada Pension Plan. ***Topics:*** File contents may include the appeals and reasons for appeal, related documents from the tax services offices, the Department of Human Resources Development Canada, the Department of Justice, the Tax Court of Canada, Federal Court and Supreme Court. The file information also includes lists of workers' names, addresses and Social Insurance Numbers, amount of pensionable and/or insurable earnings, documents, working papers, decisions and rationale. ***Access:*** Case files are created and filed by appellant's name. (Records in this program contain information relating to Personal Information Bank RC PPU 130 Appeals Regarding the Canada Pension Plan and Employment Insurance Act.) ***Program Record Number:*** RC APP 315

GST/HST and Excise Appeals
Description: Information on the appeals process with respect to consultation with, instructions for and assistance to, the Department of Justice concerning the defense of appeals to the courts; on the analysis of court decisions; on correspondence with other Branches and external clients; on reviews involving administrative and legislative positions; on Fairness Package Requests; on Minister's mail; and on the preparation of Agency position papers on appeals. Appeal cases relate to taxes including GST/HST, FST, excise taxes, and the air transportation tax. ***Topics:*** Correspondence related to an appeal; research material; administrative and legislative positions papers; analysis of appeal decisions issued by the CITT, Tax Court of Canada, Federal Court, and the Supreme Court; court rulings and judgement reports. ***Access:*** Filed by case name, subject and appeal number. ***Program Record Number:*** RC APP 090

GST/HST and Excise Objections
Description: Information on the objection process; objections to assessments and determinations; supporting evidence and rationale for decisions. Programs covered include GST/HST, FST, air transportation tax, and excise taxes. ***Topics:*** Notices of Objection, Notices of Assessment and Notices of Determination with related correspondence; working papers; consultations with other Branches; technical interpretations and applications; any other information necessary for issue resolution; rationale for decisions and Notices of Decision. ***Access:*** Filed by program, case name, and subject. ***Program Record Number:*** RC APP 131

Income Tax Appeals

Description: Information on the appeals process; on reference material relative to consultations with, instructions for and assistance to, the Department of Justice concerning appeals to the courts; on judicial proceedings; on analysis of court decisions; on correspondence with other Branches; on reviews involving administrative and legislative positions; on Fairness Package Requests; on Minister's mail; on Department of Justice recommendations. ***Topics:*** Research material; position papers; correspondence related to an appeal; analysis of related court decisions; any other documents related to this category. ***Access:*** Files are created, controlled and maintained alphabetically and/or numerically. ***Program Record Number:*** RC APP 310

Income Tax Objections

Description: Information on the objection process; on objections to assessments and determinations; on the analysis of facts and positions as well as their ramifications; on supporting evidence and the rationale for decisions; on legislative interpretations and applications; on consultations with other Branches. ***Topics:*** Notices of Assessment; Notices of Determination, and Notices of Objection with related documentation; working papers; referrals; position papers; decisions and rationale. ***Access:*** Files are created, controlled and maintained alphabetically and/or numerically. ***Program Record Number:*** RC APP 305

Programs Management

Description: Information on objectives and goals; on administrative functions and activities; on access to information and privacy requests; on the management of internal and public forms; on the development of "operational" type manuals; on organization and responsibilities; on policies and procedures relating to objections and appeals; on referrals and inquiries from field operations; on project initiatives; on work plans; on workload and resource projections and allocations; on budgets; on training programs and information sessions; on performance evaluations; on computerized information and reporting systems; and on statistics concerning personnel, workload, intake, case inventories and production. ***Topics:*** Mandates; guidelines; Agency communications; authority delegations; work programs; projects; training and seminars; resource budgets; forms and letters; evaluations; quantitative and qualitative analysis and any other applicable reports. ***Program Record Number:*** RC APP 300

Trade Administration Dispute Resolution

Description: Information on dispute resolution processes, including policies and procedures relating to K14D disputes and Canadian International Trade Tribunal (CITT) and court appeals seeking redeterminations of tariff classification, origin, or value for duty decisions made under the Customs Act; on referrals and inquiries from regional appeals offices; on consultations with the Department of Justice; on the analysis of facts and positions as well as their ramifications with respect to CITT/Federal Court cases; on objectives, organization and responsibilities; on work plans, workload and resource projections and allocations; on training programs; on "procedural" type policies and manuals. ***Topics:*** Procedural guidelines, mandates, authority delegations, regional referrals, K14D's and notices of appeal, with related documentation, position papers, protocols with other branches. ***Access:*** Filed by Harmonized System subheading, court reference number, and subject. ***Program Record Number:*** RC APP 170

♦ Assessment and Collections Branch

Accounts Receivable

Description: Information on the planning and development of work programs; policies and procedures dealing with delinquent client accounts; development of departmental internal and public forms and transcripts; and statistical information to be reported to the Public Accounts committee; review of computer-based operational processing systems; information on the technical application of the interpretations regarding collection of income tax, GST/HST Excise/Customs, Canada Pension Plan contributions and Employment insurance premiums. ***Topics:*** Collections activities completed, internal instructions, fiscal year reports and resource rationalization and allocation; collections cases (individual Excise, Customs and corporate); statistics (computer data on computer-based systems, e.g. PAYDAC, CINDAC, GST, CORPAC); Auditor-General queries; case law; demands for payments; accounts receivable programs; collections (general matters pertaining to collection of accounts); federal acts affecting collection techniques; collection and control of petroleum and gas revenues and/or royalties subject to taxation; monitoring of accounts receivable activities; uncollectible debt reviews. ***Program Record Number:*** RC ACB 190

Audit (Regional)

Description: Information on the audit of tax filers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to tax filers' requests and needs. ***Topics:*** Assessments and determinations; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. ***Access:*** Cases filed by licensee and/or refund applicant's name. ***Program Record Number:*** RC ACB 125

Business Number (BN) Data Bank

Description: Information pertaining to client's name, operating or trade names, physical business address and mailing address, telephone and fax numbers, key person SIN verification, business number, contact person, authorized third-party representatives and effective dates for registration or deregistration for participating

programs. ***Topics:*** A mainframe computer tax roll to provide a single business interface with the federal government for five programs: namely, Goods and Services Tax/Harmonized Sales Tax (GST/HST), Corporate Income Tax (CORPAC/CORTAC), Trust Accounts source deductions accounts (PAYDAC), Registered Charities and import/export accounts levies and duties, and for other programs as new partnerships are developed. Also included are Nova Scotia Business and Consumer Services and Nova Scotia Workers' Compensation Board. ***Access:*** Sole proprietors, corporations, partnerships, government/municipalities, associations, trusts and every other "person" who engages in commercial; activity in Canada, withholds source deductions, incurs corporate tax liability or imports/exports taxable or dutiable goods into/out of Canada. ***Retention and Disposal Standards:*** The active information on the database will be maintained indefinitely, archiving standards to be defined for the inactive information. ***Program Record Number:*** RC ACB 285

Client Services – Enquiries Program
Description: Information on the enquiries service to the general public with respect to telephone, counter and correspondence workloads. ***Topics:*** Development of national policy and guidelines for the enquiries service with respect to telephone, counter and correspondence workloads; resource allocation for these workloads for tax services offices, tax centres, tax clinics and call sites; directives to field offices; research of new technologies, development and maintenance of various informatics systems in support of the enquiries programs, including the automated telephone services (T.I.P.S.), Public Inquiries Information Bank (P.E.I.B.) and Electronic Letter Creation System (ELCS). ***Program Record Number:*** RC ACB 141

Client Services – Consultations
Description: Information on consultation results. ***Topics:*** Results of focus group studies of guides, returns, schedules, related forms and tax pamphlets and various enquiries initiatives; consultation with seniors and small business advisory committees; and the persons with disabilities advisory committee; field consultation through service enhancement programs. ***Program Record Number:*** RC ACB 173

Client Services – Returns and Guides
Description: Information on the publication of all T1 (individual), T2 (corporate) and T3 (trust), Information, Non-Profit Organization and Special Elective income tax guides, returns, schedules, related forms, GST/HST guides and forms, source deduction public forms and guides; and information circulars and tax pamphlets for use by the general public. ***Topics:*** Administrative application of interpretations of the Income Tax Act and Part IX of the Excise Tax Act concerning reporting requirements and regulations for individuals, corporations, employers, trusts and non-profit entities; consultations with provinces and territories on the content of information materials concerning provincial taxes, rebates, royalties and credits, for both public and departmental use; estimates and budgets; evaluation reports; person-year utilization; suggestions for improvements to publications; and administrative and operations communications to and from field operations. ***Program Record Number:*** RC ACB 176

Coverage Policy and Legislation
Description: Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and Employment Insurance Act and under the Administrative Arrangement related to the Social Security Reciprocal Agreements; operational and administrative guidance to field offices. ***Topics:*** Pensionability and insurability of payments and status of individuals and employers; records of earnings; statistics. ***Program Record Number:*** RC ACB 187

Diplomatic Exemptions
Description: Information on exemptions accorded to foreign diplomats and other representatives in Canada. ***Topics:*** Diplomats and consular and other representatives, visiting forces, International Civil Aviation Organization. ***Access:*** Filed by country. ***Program Record Number:*** RC ACB 101

Fair Price and Values Surveys
Description: Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. ***Topics:*** Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. ***Access:*** Filed by subject number and company name. ***Program Record Number:*** RC ACB 015

Goods and Services Tax / Harmonized Sales Tax (GST/HST) Credit Programs
Description: Information on policies, procedures, budgets, work programs, communications activities as well as statistics related to the development, implementation and operation of this program. ***Topics:*** Policy and programs implementation, forms, budgets and training material development, systems requirements, statistics on intake and production, communication activities, correspondence with tax services offices, tax centres and individual tax filers on a variety of operational and procedural matters. ***Program Record Number:*** RC ACB 222

GST – Rulings
Description: There are two types of GST rulings; GST application rulings and advance GST rulings. ***Topics:*** A GST application ruling is a written statement given by the Department stating how it is interpreting specific

provisions of PART IX of the Excise Tax Act in specific existing circumstances where that Act might apply. Generally, GST application rulings will involve the application of the GST to certain supplies of goods, services, status of persons as registrants, the determination of commercial activities and will relate to an identified person and a specific factual situation. An advance GST ruling is a written statement given by the Department to a registrant or other person stating how it will interpret specific provisions of the Excise Tax Act in its application to a supply, action(s), transaction or series of transactions or any combination thereof (hereinafter referred to as activities) which the person is contemplating. Such proposed activities could concern, for example, a change in the structure of an entity or other activities of a tax-planning nature. ***Program Record Number:*** RC ACB 140

Individual Returns and Payments Processing – Accounting
Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the subsidiary ledgers; systems and procedures for calculating and reporting interest; refund and assessments; instalment payments; evaluation of programs and monitoring of operational units. ***Topics:*** Family Orders and Agreements Enforcement Assistance Act pertaining to the withholding of overpayments issued under sections 164 and 216 of the Income Tax Act and the transfer of such funds to the Department of Justice Canada when so advised; application of tax overpayments to debts owed to wide variety of federal and provincial government programs under subsection 164(2) of the Income Tax Act; procedures relating to undelivered cheques (e.g. overpayments of tax, Canada Child Tax Benefit including equivalent provincial/territorial child credits, and Goods and Services Tax/Harmonized Sales Tax Credit); the related Payment Enquiry System (PES); on-line access to Standard Payment System (SPS) used by PWGSC; the Income Tax Act pertaining to refunds, interest and monitoring visit reports; computer operations – general, reports and source documents on processing of financial transactions; matters pertaining to various aspects of operations. ***Program Record Number:*** RC ACB 192

Individual Returns and Payments Processing- Budget Coordination
Description: Information on program forecasts and budgets of assessing operations in headquarters, tax services offices and tax centres; development and implementation of work and quality standards and of production and resource-utilization systems. ***Topics:*** Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs – forecasts, allocations, results, evaluation and systems. ***Program Record Number:*** RC ACB 121

Licensing
Description: Information on tax filers under the Excise Tax Act and the Excise Act from data received from the Canada Customs and Revenue Agency. ***Topics:*** Licensee accounts from the tax services offices: new accounts, changes, transfers, cancellations, reversals. ***Access:*** Recoverable directly from the on-line system. ***Program Record Number:*** RC ACB 025

Licensing (Regional)
Description: Information on the licensing of tax filers under the Excise Tax Act and Excise Act. ***Topics:*** Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. ***Access:*** Filed by company on computer tape. ***Program Record Number:*** RC ACB 130

National Uniformity
Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. ***Topics:*** Ruling Card Index – developed from worksheets and diskette copies of rulings from field offices. Rulings issued from field offices and monitored by the quality assurance program. ***Access:*** Cards and copies of rulings filed by commodity code. ***Program Record Number:*** RC ACB 010

Rebate Claims – Goods and Services Tax
Description: Information on the processing and tracing of applications and cheques for rebate of the Goods and Services Tax as well as data and statistical collection. ***Topics:*** Reviews of rebate applications; automated data on claimant history; status of claims and cheque issuance. ***Access:*** Original documents retained – filed in central location – retrieved by locator number. ***Program Record Number:*** RC ACB 133

Regulations and Remissions
Description: Information on the development and amendment of regulations under the Excise Tax Act, the Excise Act and the Softwood Lumber Products Export Charge Act, and recommendations on requests for remission of excise taxes and excise duty. ***Topics:*** Research, correspondence and recommendations on such regulations and remissions as the Air Transportation Tax Regulations, Construction Materials Sales Tax Regulations, Small Manufacturers or Producers Exemption Regulations, Farmers' Gasoline and Diesel Fuel Remission Order, Spirit Destruction Remission Order, etc. ***Access:*** Filed by subject. ***Program Record Number:*** RC ACB 085

Research Operations
Description: Information on technical, financial and statistical compliance research projects. ***Topics:*** Liaison with federal, provincial and foreign governments; data accumulation, interpretation and application to project requirements; recommendations for statutory revisions. ***Program Record Number:*** RC ACB 267

Returns and Payments of GST/HST
Description: Information on the development and implementation of accounting and revenue control systems related to the Goods and Services Tax/Harmonized Sales Tax. ***Topics:*** Information contained in the general ledger and suspense accounts; information on the processing of GST/HST returns; systems and procedures for calculating and reporting interest; accounts receivable, including payments of tax, penalties, interest and refunds; instalment payments; related computer and manual operations; reports pertaining to the processing of financial transactions; monitoring reports; matters pertaining to various aspects of operations; general computer operations. ***Access:*** Records are filed by subject matter. ***Program Record Number:*** RC ACB 134

Remittance Processing
Description: Information on remittance processing programs; monitoring procedures and techniques; review of departmental internal and public forms and transcripts; review of computer-based systems; information on mail and cash security; information contained in the general ledger. ***Topics:*** Processing remittances; maintenance of post-dated cheques; procedures relating to undelivered cheques (e.g. overpayments of tax, Canada Child Tax Benefit Credit and Goods and Services Tax/Harmonized Sales Tax Credit); POF program (payments on filing), liaison with EFILE program (electronic filing); maintenance of computer-based systems [e.g. FIP system (financial input processing), PDC system (post-dated cheques), BCB system (cheques returned by financial institutions)]; procedures regarding annual conversion of computer-based systems (e.g. PAYDAC, T1, T2); cashiering functions; monitoring of cashiering activities; statistics regarding the processing of payments. ***Program Record Number:*** RC ACB 280

Source Deductions
Description: Information on the planning and development of Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance tables, research on Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance legislation, provisions of the Income Tax Act concerning payroll deductions on Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance rates and related Regulations; Trust examination policy and procedures; operational and administrative guidance to field offices; development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems including IPS (Information Processing System); development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). ***Topics:*** Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance tables, data relating to prosecutions (failure to remit deductions at source); processing and verification of information returns; source deductions programs; payroll audits; withholding, remitting and reporting; monitoring of source deductions activities; operational and administrative communications to field operations. ***Program Record Number:*** RC ACB 188

T1 Individual Income Tax Returns – Initial Assessment Program
Description: Information on the planning, control and monitoring of the T1 initial assessment programs; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. ***Topics:*** Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, headquarters divisions and other departments; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; Confidence Validity Program; T1 initial assessment – computerized and manual; job descriptions; organizational structures. ***Program Record Number:*** RC ACB 126

T1 Individual Income Tax Returns – Reassessment Program
Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessment. Adjustment may result from additional information submitted by tax filers or from further verification of returns initiated by the Department. ***Topics:*** Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, headquarters divisions and other departments; T1 compliance verification systems – computerized and manual; consultations and negotiations with provinces on the verification of provincial taxes assessed, rebates, royalties and credits for individuals; job descriptions; organization structures. ***Program Record Number:*** RC ACB 131

T1 Registry Programs and Procedures
Description: Information on the planning, control and monitoring of programs related to the storage and retrieval of returns through the on-line computerized charge-out system; on the internal file service to district offices and tax centres; and on the security of returns and

on-line data. ***Topics:*** Taxroll plans and programs; refund inquiries and tracing; internal forms review; security; confidentiality of income tax returns. ***Program Record Number:*** RC ACB 171

T2 (Corporate) Initial Assessment Program, T2 (Corporate) Reassessment Program, T2 Registry Program and Special Elections and Returns (SER Program)
Description: Information on the planning, control and monitoring of T2 (corporate tax returns) and Special Elections and Returns (SER), assessment and reassessment programs; systems, procedures, T2 Registry program and procedures and related policies designed to check the accuracy of T2 returns and SERs, to determine adjustments required and to issue notices of assessment or reassessment. Information on the planning, control and monitoring of programs related to the storage and retrieval of T2 returns through the on-line charge-out system. ***Topics:*** T2 assessment and reassessment, SER processing – computerized and manual; T2 and SER compliance – verification system – computerized and manual; directives to field offices on the interpretation of policies and procedures; operational and administrative communications with field offices, headquarters divisions and other government departments; reports evaluating field offices; assessment and reassessment of T2 returns and SERs; consultations and negotiations with provinces on the administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations. Taxroll plans and programs and the T2 retention policy. ***Program Record Number:*** RC ACB 136

T3 Initial Assessment and Reassessment Program – T3 Trust Income Tax Returns, Special Elective Returns, and Petroleum and Gas Revenue Tax Returns
Description: Information on the planning and implementation of national mandatory programs involving the examination, assessment, reassessment and processing of T3 Returns (T3s), development of computerized and manual systems or procedures, policies, instructions and internal or tax filer contact forms to process these returns, and reports on their progress and results. ***Topics:*** T3s, SERs, PGRT assessment and reassessment, manual verification and processing systems; directives to field offices on policies and procedures; operational and administrative communications with field offices, other headquarters divisions and other government departments. ***Program Record Number:*** RC ACB 139

Tax Interpretations (Regional)
Description: Statistical and general information on tax rulings issued in response to licensee requests. ***Topics:*** Taxable status of commodities; tax rulings letters; general correspondence. ***Access:*** Filed by licensee company name. ***Program Record Number:*** RC ACB 120

Taxation Corporation Assessing, Accounting and Collections Master File (CORPAC)
Description: Information on assessing and accounting for corporate tax filers. The ongoing master file is updated continuously. At year-end, inactive records are purged and maintained on a microfilm for historical purposes. ***Topics:*** Computerized tax remittances from corporations; assessment and reassessment and accounting data for specific tax years; statistical information. ***Program Record Number:*** RC ACB 191

Trust Accounts and Accounts Receivable Informatics
Description: Information on the development of policies, procedures and guidelines pertaining to automated data capture systems, direct deposit system and electronic data interchange; review and development of computer-based technology; information on security for computer-based technology. ***Topics:*** Automation of payments due to tax filers (e.g. income tax overpayments, Canada Child Tax Benefit payments, Goods and Services Tax/Harmonized Sales Tax Credit payments); Direct Deposit system; implementation of computer-based technology (e.g. electronic funds transfer, automation of payment allocation). ***Program Record Number:*** RC ACB 275

Trust Accounts and Accounts Receivable Planning
Description: Information on Trust Accounts and Accounts Receivable organization; strategic and long term planning relating to trust accounts and accounts receivable programs; budgeting for trust accounts and accounts receivable programs. ***Topics:*** Planning and development of policies, procedures and guidelines for trust accounts and the collection of tax requiring long term implementation; budget process for trust accounts and collection of tax; allocation of resources; statistical gathering; reporting on trust accounts and accounts receivable programs. ***Program Record Number:*** RC ACB 270

Visitors Rebate Claims – Goods and Services Tax/Harmonized Sales Tax
Description: Information on the processing and tracing of applications and cheques for rebate of the Goods and Services Tax/Harmonized Sales Tax to non-resident individuals visiting Canada, foreign and/or domestic tour operators and/or convention organizers or travel agents on certain goods purchased and exported (within 60 days) and on short-term accommodation (less than one month); information on granted cash rebates (up to 500$), through participating Duty Free Shops to non-resident individuals; data and statistical collection. ***Topics:*** Review of rebate applications, automated data on claimant history, status of claims and cheque issuance. Information on Duty Free Shops participating in the program, training and monitoring. ***Access:*** Applications are filed by batch

locator number at the Processing Centre and by refund date at participating Duty Free Shop. ***Program Record Number:*** RC ACB 129

♦ Corporate Affairs Branch

Access to Information and Privacy

Description: Information on the departmental Access to Information and Privacy programs, policies and procedures. Information on complaints filed against the Department relating to the processing of requests. ***Topics:*** Policy, procedures and report files; Access to Information and Privacy information bank files. ***Access:*** Policies and procedures are filed by subject. Individual request files are numbered sequentially on a fiscal year basis. Requests are cross-referenced to the information bank files. ***Program Record Number:*** RC CAB 440

Audit and Evaluation Services

Description: Information on program evaluation and internal audits of departmental and governmental activities as conducted by the Audit and Evaluation Services and by Internal Audit within the regions. ***Topics:*** Program evaluation and internal audit policy, plans and reports. ***Program Record Number:*** RC CAB 031

Central Agencies – Reports

Description: Information on reports from Central Agencies pertaining to reports issued on departmental activities and departmental replies. ***Topics:*** Central agency reports outlining activities reviewed and related correspondence. ***Program Record Number:*** RC CAB 011

Departmental Committees

Description: This program record contains records of the Departmental Management Committee, the Priorities Committee, the Human Resources Committee, the Internal Audit/Program Evaluation Committee as well as the Board of Management and Secretariat of the Board of Management of the Canada Customs and Revenue Agency. ***Topics:*** Agenda, minutes and documents relevant to topics discussed therein. Subject matter pertains to departmental operations, policy and procedural or administrative matters. ***Program Record Number:*** RC CAB 001

Correspondence Guide

Description: Correspondence Guide for the use of officers who receive, handle or write correspondence. ***Topics:*** Procedures to follow when preparing correspondence for the signature of the Minister or Deputy Minister of the Department of National Revenue, and their executive and departmental assistants. Also outlines the specific stylistic preferences of the Minister and Deputy Minister. ***Program Record Number:*** RC CAB 002

Excellence Conference Boards

Description: There are two "Excellence" data bases of exemplary practices in Canada Customs and Revenue Agency, one in English and one in French. They provide a forum for managers, change catalysts and employees to share exemplary practices and to network. They are available electronically on EMC2 and the Canada Customs and Revenue Agency Library application. ***Topics:*** Topics are listed under three major themes – SERVICES, e.g. Corporate Plan, Client Services, Processing, etc., PEOPLE, e.g. Teamwork, Balancing, etc., and DEVELOPMENT, e.g. Tools to Improve Teamwork and Involvement, Communications, etc. ***Program Record Number:*** RC CAB 036

Management of Corporate Information

Description: This program record contains records of key corporate documents. ***Topics:*** Minister and Deputy Minister speeches, descriptions of key departmental initiatives, information relating to Deputy Minister's committees, and key departmental planning documents. ***Program Record Number:*** RC CAB 004

Parliamentary Liaison

Description: Ministerial Briefing Books for the Minister's reference. ***Topics:*** All current issues that the Minister should be aware of, and suggested appropriate responses or departmental stances. ***Program Record Number:*** RC CAB 003

♦ Customs and Trade Administration Branch

Accelerated Commercial Release Operations Support System

Description: Information on the design, development testing and implementation of ACROSS, the major automated release system in the Customs Commercial stream. Included is information on the following ACROSS sub-system: Goods Control (Cargo and Release including EDI Marine and Rail Cargo as well ad EDI Release); Pre-Arrival Review Notification System (PARNS) Release Notification System (RNS); the Automated Import Permit System (EXCAPS). ***Topics:*** System descriptions; Conceptual System Design (CSD); Business System Design (BSD); ACROSS Participant Requirement Documentation (PRD); EDI Marine Cargo PRD; Implementation Plans; ACROSS User Guide; Bulletins and training material including Quick Reference Guides. ***Access:*** Files are indexed numerically and by subject matter. ***Program Record Number:*** RC CTA 125

Anti-dumping Investigations

Description: Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. ***Topics:*** Original complaint; initial evaluation and investigation; detailed investigation; calculations and working papers. ***Access:*** Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released. ***Program Record Number:*** RC CTA 210

Appeals (Anti-dumping and Countervailing)
Description: Information on the processing of B2 appeals against dumping and countervailing decisions made under the Special Import Measures Act (SIMA); and in the case of Binational Panels appeals, an Administrative Record comprised of an Index, documentation identical to that described for Trade Administration Branch – Anti-dumping Investigations and Trade Administration Branch – Countervailing Investigations, complainant's briefs and responses thereto, motions and disclosure orders. ***Topics:*** Appeal documents and working papers relating thereto; documentation identical to that listed for Trade Administration Branch – Anti-dumping Investigations and Trade Administration Branch – Countervailing Investigations. ***Access:*** Files are maintained by commodity. Certain data relating to anti-dumping and countervailing investigations may be of a proprietary or sensitive nature and cannot be released. ***Program Record Number:*** RC CTA 225

Automotive Relief Program Audit (Automotive and Special Remission)
Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. ***Topics:*** Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1988); off-highway vehicles. ***Program Record Number:*** RC CTA 200

Branch Automated Equipment Acquisition and Inventory Control and Management
Description: Information on automated systems equipment (hardware, software, communications devices) acquisition, inventory, determination of funding levels for technology support costs, deployment and replacement processes. ***Topics:*** Acquisition forms, inventory database, ITB Costing Guide, funding reports. ***Access:*** Files are indexed numerically and by subject. ***Program Record Number:*** RC CTA 380

Brokers Licensing
Description: Information on the licensing and control of Customs brokers. ***Topics:*** Qualifying examinations; Licensing Advisory Committee; Customs brokers records; agents; power of attorney. ***Access:*** Customs brokers records are filed alphabetically by name and location. ***Program Record Number:*** RC CTA 340

Carrier Control
Description: Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transiting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. ***Topics:*** Remission orders for, vessels, aircraft; policy directives and information of a general or specific nature relating to carriers of all modes; cargo containers. ***Access:*** Case files are divided into different carrier modes and are filed alphabetically by company. ***Program Record Number:*** RC CTA 260

Client Service - Cost Recovery Program
Description: Information on the application of "fees for service" to all requests from external clients and other government departments for new or enhanced, long-term customs service. ***Topics***: general, policy, specific initiatives. ***Access:*** Files are arranged by operational file number and by client name. ***Program Record Number***: RC CTA 151

Client Service - Fees for Documents
Description: Information on the application of fees when clients request copies of documents related to the import or export of goods. ***Topics***: general, policy/regulations (D1-3-1), public complaints, regulatory review process. ***Access***: Files are arranged numerically. ***Program Record Number***: RC CTA 152

Client Service - Service Delivery at Customs Offices
Description: Information concerning levels of service at customs offices (where, when and how service is provided) and on opening/closing of offices, hours of service offered, appointment of Acting Customs and Excise Enforcement Officers (ACEEO'S), designation of customs offices at airports and other points of entry and public complaints. ***Topics:*** general; policy, Service Delivery Framework (operational procedures) ***Access:*** Files are arranged by subject matter and by file name of Customs office. ***Program Record Number:*** RC CTA 166

Client Service - Special Service Charges
Description: Information on the application of service fees pursuant to section 167 of the Customs Act for ad hoc customs service provided outside authorized hours, at a location other than a customs office or which is outside the normal realm of a customs officer's duties. ***Topics***: general, policy/regulations (D1-2-1), public complaints, regulatory review process. ***Access***: Files are arranged by number and subject. ***Program Record Number***: RC CTA 153

Collections and Accounts
Description: Information on the collection of paid and outstanding accounts. ***Topics:*** Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. ***Access:*** Cases are filed by number and invoice alphabetically by name of company or individual. ***Program Record Number:*** RC CTA 255

Commercial Enforcement
Description: Information on the development of enforcement policies, techniques and procedures. ***Topics:*** Import and export enforcement policies and procedures; policies on the utilization of intelligence data

in enforcement programs. ***Access:*** Files are in numerical order. ***Program Record Number:*** RC CTA 370

Commercial Verification
Description: Information on policies and procedures respecting the legislation administered by Customs prior to the release of commercial goods to the importer or his agent and similar information on goods exported from Canada. ***Topics:*** Regulations, operational policies, processes, and procedures, contravention's and sanctions, and verification processes and methodology. ***Access:*** "D" memoranda and files containing instructions can be accessed alphabetically. ***Program Record Number:*** RC CTA 365

Compliance and Performance Surveys
Description: Information on the compliance of travellers, their attitudes towards customs service and traveller processing times. ***Topics:*** Traveller compliance rated and the dollar value of duties evaded, percentages of travellers sampled who were fully satisfied to fully unsatisfied with customs service and wait times for travellers in line-up for primary processing on a national, regional and select customs office basis. ***Access:*** Files are arranged by customs office name and by date of survey. ***Program Record Number:*** RC CTA 130

Countervailing Investigations
Description: Information on the analysis on complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. ***Topics:*** Evaluation of complaints; conduct of investigation; calculations and working papers. ***Access:*** Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released. ***Program Record Number:*** RC CTA 220

Courier Systems and Procedures
Description: Information on the legislation, regulations and policies governing couriers involved in the clearance of low-value shipments through Canada Customs. ***Topics:*** Courier policy and procedures, remission order, cost recovery, statistics, and correspondence with courier companies and associations. ***Access:*** D-Memorandum Information is filed by subject matter. ***Program Record Number:*** RC CTA 305

Customs Blueprint
Description: Information on Customs program development. Included are two main components: (1) The Customs and Trade Administration Blueprint which outlines the proposed direction for program development. It comprises a discussion paper and two workbooks: one for traders and one for travellers. (2) The Blueprint Consultation Report which compiles the results of the consultations on the proposed direction and identifies the priorities for an action plan for the next five years. ***Access***: Documents (1) and (2) are available now on Canada Customs and Revenue Agency's Website (www.rc.gc.ca/Blueprint). ***Program Record Number***: RC CTA 154

Customs Commercial System (CCS)
Description: Information on the design, development, testing and implementation of CCS, the major automated system in the Customs commercial stream. Included is information on the following CCS sub-systems: Electronic Data Interchange (EDI) Components; Entry Acceptance; Customs Automated Data Exchange (CADEX); Customs Declaration Message (CUSDEC); Entry Selection; File Locator; Entry Retrieval; Adjustments; Technical Reference; Special Import Measures Act (SIMA); Facility for Information Retrieval Management (FIRM) and Refund Cheque Issue System (RCIS). ***Topics:*** Systems descriptions; functional specifications; applications; Memorandum of Understanding; Participant Requirement Documents; implementation plans; quality assurance programs; pre and post-implementation evaluation reports; user manuals and training material. ***Access:*** Files are indexed numerically and by subject matter. ***Program Record Number:*** RC CTA 349

Customs Intelligence Data
Description: Information exchanged with foreign Customs administrations and law enforcement agencies used to produce intelligence relating to the detection and successful interdiction of actual and potential Customs violations. ***Topics:*** Offence-related data; profiles of individuals, companies, and organizations considered to be high-risk Customs offenders; information on past infractions by companies or persons; suspect files of individuals or companies; commodity data pertaining to goods likely to be smuggled; methods of concealment, modus operandi of the smuggler, routing; demographics of smugglers, etc. ***Access:*** All data can be retrieved via printouts matching various selected fields or search of file material. Individual names, company names, addresses and telephone numbers can be the subject of search criteria. All fields can be sorted according to the data (i.e. alphabetically or numerically). ***Program Record Number:*** RC CTA 155

Drawbacks and Refunds
Description: Information on the administrative policies for drawbacks of customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the development of Canadian legislation covering the drawback and refund programs. ***Topics:*** Correspondence on drawbacks – claims and claimants; refunds – claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; post-audit and conditional remission Orders in Council. ***Access:*** Subject files and case files are arranged by subject or company name. Refund and drawback claims are filed by claim number and held in the various regional offices. ***Program Record Number:*** RC CTA 195

Duty Deferral
Description: Information on the functions of the Duties Deferral Unit and the development of Canadian legislation covering various relief/refund/remission programs. ***Topics:*** Payment of claims withheld to offset debts due to the Crown; post-audit procedures; seizures arising from drawback or refund investigations; and trade talks and negotiations. ***Access:*** Files are arranged by subject, company, country or department. ***Program Record Number:*** RC CTA 205

Duty Free Shop Licensing
Description: Information on the objectives and implementation of the duty free shop program at the land border, and information on airport duty free shops. ***Topics:*** Criteria and procedures for licensee selection; standards of operations; duty free shop regulations and directives; licensee evaluation and monitoring system report (LEMS). ***Access:*** Individual land border and airport duty free shops records are filed by site; general information is filed by subject matter. ***Program Record Number:*** RC CTA 275

Enforcement (Anti-dumping and Countervailing)
Description: Information respecting the enforcement of the Canadian International Trade Tribunal's findings, case Enforcement Plans, Orders-in-Council relating to surtax matters. ***Topics:*** Entry documents and working papers related thereto. ***Access:*** Records are filed by case. Instructions and values available through an automated system. Certain data may be of a proprietary or sensitive nature and cannot be released. ***Program Record Number:*** RC CTA 230

Enforcement Devices and Techniques
Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. ***Topics:*** Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. ***Access:*** Records are filed by subject matter. ***Program Record Number:*** RC CTA 300

Entry and Accounting Systems
Description: Information on Customs entry of commercial goods and related documentation: revenue accounting, invoicing, appeals against assessment and the export of goods from Canada. ***Topics:*** B3 entry documentation; warehouse entries; provisional entries; B2 request for adjustment; amending entries; temporary entries; Canada Customs invoicing requirements maintenance of records information contained in the "D" memoranda, which can be accessed alphabetically. ***Program Record Number:*** RC CTA 330

Foreign Office (Tokyo)
Description: Information on the conducted anti-dumping and countervailing investigations on behalf of headquarters line directorates. ***Topics:*** Determination of normal values and export prices of imported goods. ***Access:*** Cases are filed by the nature of investigations and are held by headquarters line units, with the foreign offices retaining only the portion essential in the event of any follow-up investigation. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released. ***Program Record Number:*** RC CTA 245

General
Description: Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). ***Topics:*** Commodity coding; contingency plans; Customs Act revisions; co-operation with the Canadian Exporters' Association, Canadian Society of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general. ***Access:*** Information is contained in the "D" memoranda, which can be accessed alphabetically. ***Program Record Number:*** RC CTA 345

Harmonized Commodity Description and Coding System
Description: Information on the Harmonized Commodity Description and Coding System (HS). ***Topics:*** Meetings of the Harmonized System Committee of the Customs Co-operation Council (CCC) World Customs Organization (WCO) and the HS review sub-committee; the Nomenclature of the CCC/WCO and the HS; Canadian tariff and statistical nomenclature based on the HS. ***Access:*** Correspondence on commodity classification is filed by HS heading number. ***Program Record Number:*** RC CTA 379

Integrated Customs Enforcement System (ICES)
Description: Information on the design, development and implementation of ICES, the major automated enforcement support system in the Customs Stream. ***Topics***: System descriptions; System Design and Architecture Documents; Implementation plans; User Manuals and Training material. ***Access***: Files are indexed numerically by subject matter. ***Program Record Number***: RC CTA 155

LRAC + LVS Div – Contracting Out
Description: Information related to the data capture of entry accounting and cargo data by private sector firms using Customs equipment and facilities. ***Topics:*** Operating procedures manual; Public Works and Government Services Canada contract; various reports, forms and files. ***Access:*** Manual is filed by name and files are indexed numerically and by subject. ***Program Record Number:*** RC CTA 355

Machinery Program
Description: Information on the function of the Machinery Program. ***Topics:*** Applications for remission on duty on eligible machinery and equipment. Investigation documents on the status of Canadian manufacturers. Correspondence with the Machinery and Equipment Advisory Sub-committee. ***Program Record Number:*** RC CTA 202

Made-in-Canada
Description: Information on tariff surveys and studies respecting Made-in-Canada legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. ***Topics:*** Made-in-Canada inquiries; reports; studies on the status of imported goods under major industrial sections (machinery, marine, automotive). ***Program Record Number:*** RC CTA 175

Management of Information
Description: Information on the management of the information in CCS; system performance monitoring, performance standards and all data contained in the Customs Commercial System. ***Topics:*** Selectivity Committee; release and entry selection criteria; access to data and document retrieval for import analysis. ***Access:*** Files are indexed numerically and by subject file. ***Program Record Number:*** RC CTA 348

Management Systems and Services
Description: Information on various planning subjects, and analyses and reports concerning the Trade Administration Branch. ***Topics:*** Strategic, operational, financial, human resources, functional and systems planning, analysis and reporting; information management; and administration. ***Access:*** Records are filed by subject matter. ***Program Record Number:*** RC CTA 391

Mechanized Systems Development
Description: Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. ***Topics:*** Facility improvements; correspondence and drawings; machinery and equipment. ***Access:*** Records are filed by subject and by Customs office. ***Program Record Number:*** RC CTA 310

Personal Computer/LAN Systems Maintenance and Testing
Description: Information on Notice of Arrears, Drawbacks (BARKS), Revenue Accounting System (RAS), Commercial Offsite Monitoring System (COMS); Automated Carrier Tracking System (ACTS). ***Topics:*** User Manuals, desk instructions, functional specifications, various test packages, bulletins to systems users, systems change procedures. ***Access:*** Manuals are filed by system name. Files are indexed numerically and by subject. ***Program Record Number:*** RC CTA 390

Policy and Administration (Anti-dumping and Countervailing)
Description: Information on the development of Canadian legislation covering anti-dumping, countervail, surtax and the development and review of systems and procedures relating to the application of these programs; liaison with other Departments, other branches and divisions within Canada Customs and Revenue Agency; foreign trade; and tax legislation. ***Topics:*** Legislation; policy and technical interpretation of anti-dumping and countervail programs; correspondence and manuals; documents relating departmental involvement with the General Agreement on Tariffs and Trade (GATT) World Trade Organization (WTO) Agreement; trade negotiations [Free Trade Agreement (FTA), North American Free Trade Agreement (NAFTA), Canada-Chile Free Trade Agreement (CCFTA) Multilateral Steel Agreement (MSA)] and internal studies [Organization for Economic Co-operation and Development (OECD) study on trade and competition policies], studies and reviews on trade and tax legislation of foreign countries. ***Program Record Number:*** RC CTA 240

Policy and Administration (Valuation)
Description: Information on the development of Canadian legislation covering valuation and the development and review of systems relating to the administration of valuation; liaison with other Government Departments and other branches and divisions within Customs; valuation legislation, policies and practices of World Trade Organization (WTO) signatories to the International Valuation Agreement. ***Topics:*** Legislation, policy and technical interpretation of the valuation program; correspondence and manuals; documents concerning departmental participation at General Agreement on Tariffs and Trade (GATT) World Trade Organization (WTO) Agreement meetings and at the Customs Cooperation Council (CCC)/World Customs Organization (WCO) Technical Committee on Customs Valuation meetings. Participation on Government Trade Agreement Initiatives (e.g. APEC, NAFTA, FTAA, Chile, etc.) ***Program Record Number:*** RC CTA 216

Postal Import Control System (PICS) Return System Maintenance and Testing
Description: Information on PICS and Casual Refunds System Applications. ***Topics:*** User Manuals, desk instructions, functional specifications, various test packages, bulletins to systems users. ***Access:*** Manuals are filed by subsystem and/or system name. Files are indexed numerically and by subject. ***Program Record Number:*** RC CTA 375

Postal Policies, Procedures and Automated Systems
Description: Information on various policies, procedures, operational and automated systems respecting the

importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. ***Topics:*** Interpretations of legislation, regulations and policies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada. ***Program Record Number:*** RC CTA 295

Program Development – Systems Management and Enhancements
Description: Information on problem resolution; design and implementation of systems enhancements for ACROSS. ***Topics:*** Systems change procedures; system enhancements; various test packages to assess the different valid and invalid situations in the system functional specifications; security profiles. ***Access:*** Files are indexed numerically and by subject matter. ***Program Record Number:*** RC CTA 129

Program Planning and Analysis
Description: Information concerning Branch planning and budgeting activities including multi-year operational planning process (MYOP); the Branch monitoring framework for programs; the Operational Compliance Check System (OCCS); Customs inspector uniform program; operational issues related to health and safety and union-sensitive issues; PASS program (Personal Alarm Security System); special services; disposal of goods; claims against the Crown; briefing material for senior management on operational issues; responses to internal audit reports, program evaluations and Auditor General reports; co-ordination of special events (e.g. G-7 meetings, Olympic Games Expositions); policies to be followed in the communications centre regarding communications between the regions and headquarters in crisis situations; and statistics on inspector assaults. ***Topics:*** Program planning and analysis-general, policy development, interbranch and interdepartmental coordination, monitoring, branch planning and budgeting. ***Program Record Number:*** RC CTA 160

Project Management – Customs Commercial Systems (CCS) Systems Maintenance
Description: Information on problems resolution; design and implementation of system enhancements; audits and post-implementation reviews. ***Topics:*** CCS Priorities; systems problems; systems enhancements; pre- and post-implementation audit reports and responses; various test packages to assess the different valid and invalid situations in the system functional specifications. ***Access:*** Files are indexed numerically and by subject matter. ***Program Record Number:*** RC CTA 347

Regional Customs Operations
Description: Information on the application of the programs, developed by the headquarters directorates, that pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outports. ***Topics:*** Transportation documents on all modes of bonded carriers – their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables – records of individuals, firms; Carrier Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties – export permits; and commodity code rulings complaints. ***Access:*** Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs Brokers are filed alphabetically by name and cross-referenced by an assigned control number. ***Program Record Number:*** RC CTA 135

Regional Drawbacks, Refunds and Remissions
Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remissions process, in accordance with the programs administered by the Trade Incentive Programs Division; conducting audits used to verify the manufacture of goods, and the volume of goods re-exported in order to establish eligibility for the Duties Relief Program. Conducting audits on orders in council subject to post audit to verify the use of goods. ***Topics:*** Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad. ***Access:*** Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office. ***Program Record Number:*** RC CTA 140

Regional Tariff, Value and Origin
Description: Information on the actual application of the various programs under the Tariff Programs and Assessment Programs directorates in areas such as tariff classification, Made-in-Canada status, Origin, value for duty, Special Import Measures provisions, ruling enforcement and import surveillance. ***Topics:*** Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made-in-Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been

collected. ***Access:*** All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office. ***Program Record Number:*** RC CTA 145

Regulatory Development and Liaison
Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory instruments required by the branch. ***Topics:*** Historical data on the present Customs Act; correspondence with departmental sources and other government departments; background information and supporting documentation; ministerial presentations on the Annual Regulatory Plan; information on other laws administered by Customs; requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. ***Access:*** Files are arranged by subject matter. ***Program Record Number:*** RC CTA 376

Remissions
Description: Information on the eligibility of companies and types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, applications to the Interdepartmental Remission Committee and the development of Canadian legislation covering the remission program. ***Topics:*** Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions. ***Access:*** Cases are filed by company name, subject and Order in Council number. ***Program Record Number:*** RC CTA 190

Rules of Origin
Description: Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements (the North American Free Trade Agreement in particular). ***Topics:*** Inquiries; reports; requests for information; verifications; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. ***Access:*** Files are arranged by subject and country. ***Program Record Number:*** RC CTA 180

Tariffs
Description: Information on the overall functions and programs that concern the Tariff Classification and International Nomenclature Division. ***Topics:*** Machinery program; Auto Pact; temporary tariff items; prohibited goods, end-use privileges; Customs and Excise laboratory reports; industry complaints and reviews; and regional referrals. ***Access:*** Files are arranged by tariff item and commodity. ***Program Record Number:*** RC CTA 185

Travellers
Description: Information on the administration and application of specific tariff items and remission orders pertaining to travellers entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation. ***Topics:*** Interpretative guidance on tariff items pertaining to visitors, former residents, settlers and their effects; maintenance of travellers declarations; liaison with other departments; and inspection procedures. ***Access:*** CAD files are filed by tariff numbers; OPS files are filed by operational file numbers; topic files are arranged by subject matter. ***Program Record Number:*** RC CTA 280

Travellers Year in Review
Description: The Year in Review is an annual publication detailing the results of compliance and performance measurement surveys along with statistics on traveller activity. ***Topics:*** Summaries of compliance and performance measurement surveys conducted annually, traveller volumes, examination rates, enforcement rates and numbers of small collections on a national, regional and select customs office basis. ***Access:*** The Year in Review is distributed to select managers in HQ and regionally. ***Program Record Number:*** RC CTA 136

Valuation
Description: Information on the review, by Customs, of the value for duty of imported goods. ***Topics:*** Importer and exporter inquiries; review of accounting documents; instructions to importers; documentation, information on formal requests for re-appraisal. ***Access:*** Files are maintained by importer and commodity for review, and by region, year, number and date in case of formal requests. ***Program Record Number:*** RC CTA 215

Warehouse Licensing
Description: Information on the licensing and operation of various types of Customs warehouses. ***Topics:*** Customs sufferance warehouses; frontier warehouses. ***Access:*** Individual sufferance warehouses records are filed alphabetically by name and location. ***Program Record Number:*** RC CTA 270

♦ Finance and Administration Branch

Mathematical Tax Models – Operation and Control
Description: Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files (which may involve data matching for statistical purposes only) and record layout; computer program documentation; computer simulation system documentation; and data capture instructions. ***Topics:*** Administrative workload and processing model; personal taxation simulation model; corporation taxation simulation model; data capture instructions; techniques to prevent the releases of identifiable taxpayer information; corporate individual and family database files; operational computer

programs; sampling techniques. ***Program Record Number:*** RC FAB 101

Office and Information Management Services
Description: Responsible for the following Administrative and Management services: Library services; Information Management (formerly Records Management) regardless of physical form or characteristics; Mail, Messenger and Postal services; Management of Government Information Holdings (MGIH); Paperburden program; Publishing and form design services; Personnel and physical security services; Distribution services; Project coordination and Control. ***Topics:*** Development of policies, procedures, technology and services organization; directives review project; integrated publishing system service; development and maintenance of an automated mailing list system service. ***Access:*** Filed by subject matter. ***Program Record Number:*** RC FAB 430

Operations Research Studies
Description: Information on the statement of a problem, method of approach, and the mathematical and operations research and econometric techniques involved in each study; summary of data requirements, design and procedures required to perform each study; system analysis; design and programming documentation to process data of each study; and data analysis, reports, data files (which may involve data matching for statistical purposes only) and correspondence produced during each study. ***Topics:*** Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies. ***Program Record Number:*** RC FAB 116

Resource Management Information
Description: This system provides database-resident information on departmental programs from the standpoints of resource utilization, productivity and achievement of objectives, in terms of the program business line structure as well as the departmental organization structure. It is comprised of a suite of corporate processed systems and information bases of departmental activity and operating budget data from an individual employee and contractor staff level to the corporate level. The purpose of this information bank is to be the central repository and/or linkage to all departmental resource management information from employee leave tracking to multi-year resource and workload tracking and planning. Access will not be permitted without adequate proof of identification and or authority. ***Topics:*** Departmental programs' plans, results and analyses of results, as well as workload forecasts and, market surveys, as well as emerging issues and trends. Individuals identified in this bank are all employees of Canada Customs and Revenue Agency, as well as staff members who are engaged under personal service contracts. Components of the RMIS suite include: Activity Management – used for tracking activity costs and managing operating budgets, leave and extra duty, as well as substantiating time charged on contract staff invoices. The Human Resource component of the information base, provides data used for leave and extra duty management. The Budget component is used from the initial annual allotment through to the allocation and adjustment of resources by responsibility centre, work section and reporting object. The Organization/Activity component is used to correlate the departmental activity and organization management structures. The Activity Costing component is used to provide departmental activity management information. The Multi-Year Resource Tracking System used for corporate planning, Estimates, Supplementary Estimates and TB Submissions. ***Program Record Number:*** RC FAB 006

Revenue Reporting and Analysis
Description: Information on the analysis, distribution and reporting of Customs, Excise and Taxation revenue, such as customs duties, the Goods and Services Tax, Excise taxes and duties, federal and provincial income taxes, Canada Pension Plan contributions and Employment Insurance premiums. ***Topics:*** Revenue Collection and disbursements from revenue, i.e. refunds, rebates by type, i.e. Customs, Excise and Taxation, assessed revenue (taxes for which an assessment notice is issued), tax credits, Canada Pension Plan and Employment Insurance Act transfer schedules; royalty tax rebates, Employment Insurance benefit repayments; settlement of tax deductions with the province of Quebec; reconciliation of revenue deposits with chartered banks; foreign fund chargebacks; tax deductions settlements with the Bank of Canada; Canada Pension Plan, Employment Insurance Act; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts and interdepartmental settlement notification data, revenues collected on behalf of other government departments and provinces, such as provincial sales tax and provincial alcohol and tobacco taxes and levies collected at the border, the Air Transportation Tax, Offshore Sales Tax. ***Program Record Number:*** RC FAB 320

Scientific/Advisory Services
Description: Information on the analytical and scientific advisory services provided in support of the administration of the Customs Tariff Act and other Customs legislation; the administration of Excise Duty legislation; on records relating to the Spirits Instrument Certification Program; on Forensic Document Analysis in support of investigations and prosecution of tax fraud; on scientific and technical research and development work in support of the administration of Customs, Excise and Tax policies, regulations and procedures. ***Topics:*** (i) Technical information and methodology for the analysis of commodity importations; laboratory reports on analysed products; and technical literature obtained from manufacturers; laboratory reports related to the examination of fraudulent documents. (ii) Correspondence

on analytical services pertaining to denaturants in alcohol products, goods subject to excise duty, seizures of illicit spirits, formulation approval in alcoholic preparations and the Spirits Instruments Certification Program. (iii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; external consultants providing specialized laboratory services; and scientific equipment manufacturers. ***Access:*** (i) and (ii) indexed on EDP database; (iii) filed alphabetically by manufacturer's name, numerically by project, external consultants filed by date. ***Program Record Number:*** RC FAB 425

Statistical Services to the Department
Description: Information on forecasts of expected filing patterns of individual income tax returns, and on statistical schemes and consulting services provided to divisions in the Department. ***Topics:*** Consulting services provided to the Department; statistical services provided to the Department. ***Program Record Number:*** RC FAB 111

Statistics – Operations, Control and Release of Data
Description: Information on the objectives, work, duties and responsibilities of the various work groups calculating statistics; computer program documentation and design; sample designs, data capture techniques and instructions; database files (which may involve data matching for statistical purposes only) and record layouts; requests for and releases of data; and data calculations compiled. ***Topics:*** Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects. ***Program Record Number:*** RC FAB 106

Tax and Non-tax Revenue
Description: Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of departmental financial policy, systems and procedures. ***Topics:*** Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information; legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. ***Access:*** Files are arranged by subject and number, or by project. ***Program Record Number:*** RC FAB 420

♦ Information Technology Branch

Assessment Processing
Description: Information on the development, implementation, and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and T3 trust income tax returns, and related schedules, initially submitted by taxpayers, tax preparers, agents, and trustees in electronic, paper, or telephonic format, and of adjustments resulting from additional information supplied by taxpayers, tax preparers, agents, and trustees, or from verification initiated by the Department; information on the development, implementation, and maintenance of EDP (electronic data processing) systems and procedures designed to capture information from NISA (Net Income Specialization Account) application forms. ***Topics:*** Operational and administrative communications with various head office divisions that have functional authority for the systems development for them; computerized and manual T1 and T3 initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Electronic Filing (T1 EFILE); T1 TELEFILE; Taxation T1 Assessing Master File; Taxation T3 Master file; NISA (Net Income Specialization Account); Home Buyers Plan (HBP); Automated Tax Preparation (ATP); matching discrepancy file slips. ***Program Record Number:*** RC ITB 274

Case Management and Enforcement
Description: Document of several Revenue data and information processing systems, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings, run books and related materials intended to support system development, maintenance and operation. ***Topics:*** System Universal DELPAC (Delinquent action Processing and Control) System (SUDS) – Filing Enforcement for Individual and Corporate Tax Returns, Filing Enforcement for Returns from Charitable Organizations on behalf of the CARE (Charity Assessing and Registration System) and Registration Enforcement for the Goods and Services Tax; Electronic Revenue Accounting (ERA) – a case management system to enhance client service in Revenue Accounting work sections; Automated Collections and Source Deductions Enforcement System (ACSES) and Revenue Enforcement Management and Information Tracking System (REMITS) – support for the collection of overdue accounts; Employer Sponsored Plans System (ESP) – processing of employer sponsored pension plan data; Charity Assessing and Registration (CARE) – processing of registered charitable organizations returns; miscellaneous systems and programs such as the On-line Chargeout System (OLC) to control issuance and location of income tax returns. ***Program Record Number:*** RC ITB 268

Client Identification
Description: Documentation in the form of database models and descriptions applicable to database for

identification systems including; individuals (T1 Ident), businesses (Business Number), Goods and Services Tax Registration, and discounters. Also documentation in the form of database models and descriptions for applicable database for: Canadian cities and their postal and locality codes (City Index), Canadian bank codes (Direct Deposit), and refund payment information (Payment Enquiry System). ***Topics:*** Operational and administrative communication to and from the various head office divisions that have functional authority for the systems development for them. ***Program Record Number:*** RC ITB 266

Computer Operations
Description: Information on computer hardware (the various computer components); operation of computer equipment and the administrative procedures used within the Technology Operations and Client Support Directorate. ***Topics:*** Procedure manuals for data control; tape library; computer room security; scheduling; administrative computer operations; computer output microfilm operations; Tax Centre computer operations; production control and IBM/AMDHAL/HDS operations. ***Program Record Number:*** RC ITB 271

Corporate Administrative Systems
Description: Information on the development, implementation and maintenance of a wide range of current corporate administrative systems. ***Topics:*** Operational and administrative communications to and from the head office areas that have functional authority for the systems developed for them: resource management systems, financial management systems, personnel and leave systems, administrative systems. ***Program Record Number:*** RC ITB 260

Credit Determination
Description: Information on the development, implementation and maintenance of all electronic data processing of benefit programs. The Credit Determination Division presently manages fourteen credits. These credits are designed to contribute to the economic and social well-being of Canadians by, for example, reducing child poverty and helping parents of low-income families to participate in the workforce. Twelve out of fourteen credits are for children: - Child Tax Benefit (CTB) - British Columbia Family Bonus (BCFB) - Alberta Family Employment Tax Credit (AFETC) - New Brunswick Child Tax Benefit (NBCTB) - Saskatchewan Child Benefit (SCB) - Northwest Territories Child Benefit (NWTCB) - Children's Special Allowance (CSA) - Newfoundland and Labrador Child Benefit (NLCB) - Nova Scotia Child Benefit (NSCB) - Nunavut Child Benefit (NUCB) - Yukon Child Benefit (YCB) (will be implemented in October 1999); Two credits are related to the GST: - Goods and Services Tax Credit (GSTC) - Newfoundland Harmonized Sales Tax Credit (NHSTC). In Newfoundland, Nova Scotia and New Brunswick, provincial sales taxes have been harmonized - with the GST, resulting in the HST. And the last credit is designed to help senior citizens - Newfoundland Seniors Benefit (NSB). ***Topics:*** Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual applications for the Child Tax Benefit and Child Special Allowance, electronic initial assessments and reassessments for all social benefit programs; electronic records of all payments and financial adjustments to benefit client accounts and electronic records of all correspondence sent to benefit clients. ***Program Record Number:*** RC ITB 272

Excise/GST/PAYDAC
Description: Information on the development, implementation and maintenance of Departmental accounting systems and procedures as well as notices and PAYDAC (deductions at source for individuals). Currently the Office of Primary interest for the Harmonized Sales Tax Project. ***Topics:*** GST accounting, collection and enforcement; Excise licensing, accounting, collection and enforcement; NONRES (non-resident) accounting; various micro-computer applications for Audit; Policy and Rulings; Paydac Audit, Pension Audit and Gas Tax Refund System; GST ad hoc reporting systems; Paydac accounting and notices. RAPID information for GST and Paydac. NONRES and excise systems have separate inquiry systems. ***Program Record Number:*** RC ITB 270

Integrated Customs Systems
Description: Documentation on the development, implementation and maintenance of computer systems pertaining to Commercial, Postal, Traveler, and Enforcement systems in the Customs and Trade Administration environment. ***Topics:*** Commercial and Travelers rates and declaration database; postal rates and declaration database; vehicle passage database; line officer reference manuals for all CANPASS modes of travel, as well as data dictionary and schemas; procedural documents for problem reporting and resolution for CANPASS and ICES. ***Program Record Number:*** RC ITB 262

Infodec (Information declaration system)
Description: Documentation of several taxation data and information processing systems. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. ***Topics:*** Information declaration system (Infodec)) – data capture; amendment and storage of T4/T5 families of information returns; RAPID – rapid information for districts; enquiry programs for field offices into on-line tax data. ***Program Record Number:*** RC ITB 291

Standardized Accounting and T2 (Corporate Tax Return) Redesign Projects
Description: Standardized Accounting begins at the point of posting a credit, debit or accounting non financial transaction to the client account, and ends at the point of

updating the Revenue Ledger and issuing of Accounting Communications. T2 will manage Corporation Assessing, Electronic Filing, Inquiries, and Changes. ***Topics:*** applying payments; validating and applying net assessment/return amounts to the client account; validating and applying installment or re-assessment prepayment amounts to the client account; validating and applying account adjustments to the client account; calculating and applying accounting penalties to the client account; calculating and applying interest to the client account; offsetting credit balances within one program against debts in other programs; performing setoff activities on behalf of other Government Departments; issuing refunds; issuing standardized accounting communications; managing of a central revenue ledger; providing consistent financial reporting; facilitating account enquiries. EDI filing of T2's; Ongoing legislative changes; Development of an interface with Standardized Accounting; Inclusion of changes necessary to meet requirements of Release 8 of the Business Number (BN) project. ***Program Record Number:*** RC ITB 264

T1 (Individual Income Tax Return) Database
Description: Documentation in the form of Database schemes, models and descriptions applicable to Database for T1 individual income tax return processing systems, financial input processing, and RAPID Database, as well as on-line program technical and quality assurance records. ***Topics:*** DDE – direct data entry systems; FIP – financial input processing; RAPID – rapid information for districts Database; Personal Information Bank RC PPU 045; Database administration; quality assurance; common facilities; other miscellaneous programs. ***Program Record Number:*** RC ITB 286

Year 2000 Project Office
Description: Information relating to the overall administration of the Year 2000 project such as workplans, strategies, contingency plans, compliance status reports, legal liabilities, awareness issues, testing and results, commercial product reviews, best practices, external client readiness and other related Y2K issues. ***Topics:*** Year 2000 information concerning Regions and Branches, ITB, and External organizations. ***Program Record Number:*** RC ITB 288

♦ Policy and Legislation Branch

Changes to International Provisions of the Income Tax Act
Description: Information on recommendations for changes to various provisions of the Income Tax Act, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. ***Topics:*** Files on proposed changes to the Act such as Part XIII (Sections 212-217), dealing with the taxation of income earned in Canada by non-resident persons (interest, dividends and royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples. ***Program Record Number:*** RC PLB 086

Duty (Regional)
Description: Information on monitoring and auditing of licensees liable for excise duties under the Excise Act including licensee information, implementation of departmental operating procedures and directives for alcohol, beer and tobacco. ***Topics:*** Tax rulings; licensing and licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturers; annual inventory of chemical stills; general correspondence. ***Access:*** Filed by licensee company name. ***Program Record Number:*** RC PLB 126

Excise Duty
Description: Information on the excise duties under the Excise Act; on alcohol, beer, and tobacco products; production and warehousing of these products; licensee information. ***Topics:*** Excise duty – general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; pharmacists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; fortified wine; and labels for approval. ***Access:*** Subject Matter filed by commodity, i.e., alcohol, beer and tobacco. ***Program Record Number:*** RC PLB 075

Excise Information Services (EIS)
Description: A computerized, on-line text retrieval system which provides Excise/GST/HST employees with immediate access to various Database containing current information on the GST/HST in both official languages (GST/HST Guides, GST/HST Memoranda, Policy Statements, Questions and Answers, Technical Information Bulletins, Bulletin Boards, Excise Duties and Taxes publications), as well as Federal Sales Tax (FST) information. ***Access:*** Users can conduct key-word searches, browse through Table of Contents and also keep abreast of any internal news and announcements by and also keep abreast of any internal and announcements by browsing a bulletin board. ***Program Record Number:*** RC PLB 120

Excise Taxes and Special Levies
Description: Information on the application of excise tax under the Excise Tax Act on wine, jewellery, tobacco products, petroleum and motor fuels, split-run editions of magazines, automobile air conditioners, and automobiles over specified weights; information on the application of air transportation tax under the Excise Tax Act for passenger air transportation meeting certain conditions, licensee information; information on the application and collection of tax on insurance premiums under Part I of the Excise Tax Act, training materials, memoranda,

notices, regulations and remission orders. ***Topics:*** General wine, automobile air conditioners, magazine tax, regulations/remissions, jewellery, fuel taxes, projects, customs tariff. ***Access:*** Subject matter filed by commodity, i.e., wine, jewellery, tobacco, motive fuel, air transportation, insurance premiums, air conditioners and heavy vehicles. ***Program Record Number:*** RC PLB 030

Field Development
Description: Information on branch training initiatives and programs relative to tax interpretations, for both Interpretation and Service officers and auditors in the field and at headquarters. ***Topics:*** Work and service standards; casework procedures; registration investigation procedures; classification factors. ***Access:*** Filed by subject. ***Program Record Number:*** RC PLB 130

FST – Rulings
Description: Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings – precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, containers and coverings, clothing and footwear, and other general commodity headings. ***Topics:*** Rulings (Automated Ruling Information System (RISE) and card file); automated index to the Excise Automated Research Library (EARL). ***Program Record Number:*** RC PLB 134

Income Tax Rulings – Subject Matter Files (Primary Files)
Description: Correspondence with taxpayers on matters relating to interpretations of the Income Tax Act and Regulations, including copies of advance income tax rulings and requests for technical interpretations. ***Topics:*** Subject files are broken down into specific subject topics as listed in the index to the Income Tax Act and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer enquiry and the outgoing response. ***Access:*** Correspondence is filed chronologically under the relevant topic. A card index is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the Income Tax Act prevent information contained in this program record concerning specific taxpayers from being disclosed without the written permission of the taxpayers involved. ***Program Record Number:*** RC PLB 041

Information Preparation (Headquarters and Regions)
Description: Excise/GST technical information necessary for registrants to voluntarily comply with the GST is provided both in hard copy and electronically. ***Topics:*** This includes GST Memoranda Series (Registration, Tax on Supplies, Input Tax Credits, Administration and Enforcement, Special Measures, Financial Services, Other Taxes and Duties and Federal Sales Tax Inventory Rebates), Guides (Elections and Application, Information for Farmers, Fishermen, etc.), Booklets/Pamphlets, Policy Statements, HQ Rulings, Questions and Answers, the Excise/GST News, GST Lists (Municipalities...) and Ministerial Correspondence. ***Access:*** Records Management Files, On-line service – EIS (Excise Information Service), Stand-alone service – EARL (Excise Automated Reference Library). ***Program Record Number:*** RC PLB 136

International Representation
Description: Information on departmental activities with various international organizations. ***Topics:*** Customs Cooperation Council (CCC); Inter American Centre of Tax Administrators (CIAT); European Community (EC); Organization of American States (OAS); General Agreement on Tariffs and Trade (GATT); United Nations Conference on Trade and Development (UNCTAD); Customs Caribbean Law Enforcement Conference (CCLEC); and others. ***Access:*** Filed by subject; organizations, by name; and trade negotiations, by country. ***Program Record Number:*** RC PLB 445

Interpretations
Description: Information and research on complex tax issues, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means motions. ***Topics:*** General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, foodstuffs, fuel, electricity. ***Access:*** Filed by subject number. ***Program Record Number:*** RC PLB 140

Legislation
Description: Information on aspects of existing or proposed legislation. ***Topics:*** Research, correspondence and recommendations relating to amendments to the Excise Tax Act, the Excise Act, and the Softwood Lumber Products Export Charge Act. ***Access:*** Filed by subject. ***Program Record Number:*** RC PLB 080

Legislative and Intergovernmental Affairs Branch Memoranda – Research Material
Description: Information on interpretations of significant or problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to departmental staff. ***Topics:*** Technical interpretations, background information and intended effect on certain aspects of the Income Tax Act, Canada Pension Plan, Employment Insurance Act, reciprocal tax treaties, the Income Tax Acts of agreeing provinces and related Regulations; specific topics such as universities outside Canada, forgiveness of loans; and

educational institutions. ***Program Record Number:*** RC PLB 036

Other International Matters
Description: Information on relations with the Department of External Affairs, other governments, taxpayers (both domestic and foreign) and international organizations, on matters not covered under other program records. ***Topics:*** Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic Cooperation and Development (OECD); Centro Interamericano de Administradores Tributarios (CIAT); Centre de Rencontre et Études des Dirigeants des Administrations Fiscales (CRÉDAF). ***Program Record Number:*** RC PLB 076

Proposed and Enacted Amendments
Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments. This material is maintained in confidential files until each amendment is passed by Parliament. Some of the material may remain classified as confidential even after a proposed amendment is enacted such as written material from other departments (Department of Finance), background information and legal opinions. ***Topics:*** Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the Income Tax Act, containing all material related to a given amendment. ***Program Record Number:*** RC PLB 037

Provincial Information
Description: Information on dealings with the Department of Finance, provincial governments, and other divisions within the Department on the administration and interpretation of the law, collection agreements and changes to provincial law. ***Topics:*** Exchange of information with provinces regarding individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements. ***Program Record Number:*** RC PLB 081

Registered Charities and Canadian Amateur Athletic Associations
Description: Information on the registration and audit of charities and Canadian amateur athletic associations; review of information returns, special ministerial approvals and designations; and the development of forms, information circulars, and pamphlets. ***Topics:*** Research and subject matter files on various matters dealing with charity and amateur sports (contain correspondence with taxpayers, transcripts of court cases); administrative and operational directives on processing applications for registration; instructions for the audit of charities; returns of information regarding charities (T3010) statistical information on registered charities. Certain information about registered charities is available directly from the Charities Division, by calling, toll-free, 1-877-202-5111, or by writing to the Division at: Canada Customs and Revenue Agency, Ottawa, Ontario K1A 0L5. Available information includes copies of the public information returns filed by charities, copies of charities' governing documents, and listings of registered charities. Information is also available from the Charities Division at http://www.rc.gc.ca/charities. Information here includes draft publications for public documents, brochures, guides and newsletters. ***Program Record Number:*** RC PLB 290

Registered Pension and Deferred Income Plans
Description: Information on the registration, audit and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), education savings plans (RESPs), supplementary employment benefit plans (SUBPs), retirement savings plans (RRSPs), retirement income funds (RRIFs); registered investments (RIs); actuarial advice on the approval of employer contributions to employee pension plans; and the development of forms and information circulars. ***Topics:*** Research and subject files on specific provisions concerning EPPs, DPSPs, RESPs, SUBPs, RRSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for the audit of registered pension and deferred income plans; instructions for completing style letters; instructions for completing computer transcripts for ESP system; development and amendment of forms; development and amendment of information circulars. ***Program Record Number:*** RC PLB 117

Regulations
Description: Information on memoranda, discussion papers, correspondence and other background material relating to new, or amending existing regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the Deputy Minister and the Minister. Some of the material is confidential and may not be released. This includes written material from other departments (Department of Finance), background information and legal opinions. ***Topics:*** Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the Deputy Minister to the Minister. ***Program Record Number:*** RC PLB 038

Social Security Agreements
Description: Information on the negotiation of social security agreements with Quebec and foreign governments in conjunction with Health and Welfare Canada, and the implementation of these agreements. Canada has social security agreements with, for example,

France, Greece, Italy, Jamaica and Portugal. ***Topics:*** Negotiations of the agreements; implementation of the agreements. ***Program Record Number:*** RC PLB 091

Tax Treaty Files
Description: Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. ***Topics:*** Separate series of files for each set of negotiations with treaty countries, and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, the United Kingdom, and the United States. ***Program Record Number:*** RC PLB 071

Taxation Research Master Files (Chronological File)
Description: Information authored within Income Tax Rulings on technically significant tax law interpretations, income tax rulings, requests for legal opinions in respect of specific sections of the Income Tax Act and Regulations and other related legislation included in the Income Tax Rulings' files. ***Topics:*** Subject topics are the same as indicated in RC PLB 041 except they are filed chronologically in two week periods. ***Access:*** Correspondence is filed chronologically. There is no specific index to these files other than a reference to the date. The confidentiality provisions of the Income Tax Act prevent information concerning individual taxpayers from being disclosed without the written permission of the taxpayers involved. As of January 1993, these documents are available for sale to the general public. As of January 1996, these documents have been placed in the Legislation Access Databank (LAD). The contents of LAD are available for viewing in the libraries of Tax Services Offices. ***Program Record Number:*** RC PLB 049

Taxation Research Master Files (Secondary Files)
Description: Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the Income Tax Act, Regulations and other related legislation included in the Income Tax Rulings' subject matter files. In many cases the taxpayers involved are identified. ***Topics:*** Subject topics are the same as indicated in RC PLB 041 except that they are filed by section and/or subsection of the Act, e.g., Section 5(1) – income from office or employment, Section 115 – non-residence taxable income earned in Canada, Section 130 – investment corporations. ***Access:*** Correspondence is filed chronologically under the relevant section or subsection. A card is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the Income Tax Act prevent information concerning specific taxpayers contained in this program record from being disclosed without the written permission of the taxpayers involved. Since June 1992, these files are no longer updated due to a new electronic filing system. ***Program Record Number:*** RC PLB 046

♦ Regional Operations

Rebate Claims – Fuel Tax Rebate
Description: Information on the processing and tracing of applications and cheques for rebate of the fuel tax on aviation fuel or diesel fuel: data and statistical collection. ***Topics:*** Reviewing of rebate applications: automated data on claimant history, status of claims and cheque issuance; Fuel Tax System (claimant identification on-line system); Fuel Tax Rejects Automated Control Environment. ***Access:*** The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. ***Program Record Number:*** RC RGO 055

Refund Claims – Excise Gasoline Tax
Description: Information on the processing and tracing of applications and cheques for refund of the Excise Tax on gasoline: data and statistical collection. ***Topics:*** Reviewing of refund applications: automated data on claimant history, status of claims and cheque issuance; Gasoline Excise Tax System, (claimant identification on-line system); Gasoline Rejects Automated Control Environment. ***Access:*** The applications are on microfilm while the originals are filed in National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. ***Program Record Number:*** RC RGO 050

Registered Vendors' Certificates – Fuel Tax Rebate
Description: Information on the processing and tracing of applications for registered vendors' certificates for the fuel tax rebate program: data and statistical collection. ***Topics:*** Reviewing of rebate applications for registered vendors' certificates: automated data on status of application and certificate number when issued. (Registered Vendor's Certificate claimant identification on-line system). ***Access:*** The applications are on-line while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. ***Program Record Number:*** RC RGO 065

Sales Tax Bulk Permits – Fuel Tax Rebate
Description: Information on the processing and tracing of applications for sales tax bulk permits for the fuel tax rebate program: data and statistical collection. ***Topics:*** Reviewing of permit applications: automated data on status of application and permit number when issued. (Sales tax bulk permit claimant identification on-line system). ***Access:*** The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed

alphabetically by name. ***Program Record Number:*** RC RGO 060

♦ Verification, Enforcement and Compliance Research Branch

Anti-Evasion

Description: Information on anti-evasion, smuggling and fraud initiatives, on liaison with other organizations involved in anti-evasion, smuggling and fraud initiatives; on coordinated law enforcement activities; on serious financial crime; on the operation of the Secretariat to the Departmental Co-ordinating Committee on Anti-Evasion, Smuggling and Fraud. ***Topics:*** Research, analysis and assessment of tax evasion, smuggling and fraud; co-ordination of departmental activities on anti-evasion, smuggling and fraud; bankruptcy fraud; money laundering; organized crime; serious financial crime. ***Program Record Number:*** RC VEC 270

Audit File Selection and Computer Application

Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (BFICS); computerized audit reporting systems; program tests in tax services offices and assistance provided to audit on computer applications; computer-assisted audit programs. ***Topics:*** Selection of files for audit by manual screening; selection of files for audit by computer screening; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for recording audit results (T20ST system); statistical sampling techniques for use on tax audits; computer-assisted audit techniques. ***Program Record Number:*** RC VEC 196

Audit Operations Evaluation

Description: Information on audit production reports; analysis of audit results; and evaluation of tax services office audit operations. ***Topics:*** Evaluation criteria; statistical analyses of audit production reports; follow-up of management audit reports relating to audit operations. ***Program Record Number:*** RC VEC 211

Audit Programs – Planning, Development and Control of Programs; Resource Allocation

Description: Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation, as well as administrative policy. ***Topics:*** Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; tax services office organization for audit positions; liaison with other headquarters directorate and divisions and tax services offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations. ***Program Record Number:*** RC VEC 193

Audit Publications

Description: Information on the preparation, coordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate; planning, development and presentation of technical training courses and seminars. ***Topics:*** Specific research files on each Taxation Operations Manual, handbook, information circular, branch letter, communiqué, and public and internal forms relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and publications to sections of the Income Tax Act and Regulations; departmental policy. ***Program Record Number:*** RC VEC 226

Audit Research

Description: Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. ***Topics:*** Audit techniques for small, medium and large businesses; studies of specific industries and industry-wide tax audits; inter-company pricing referrals; industry specialist program. ***Program Record Number:*** RC VEC 216

Business Equity Valuations and Real Estate Appraisals

Description: Information on valuation and appraisal policy, procedures, budgets, work programs, and technical, operational and administrative guidance to field offices. ***Topics:*** Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, reviews, appeals and tax calculations; operational and financial data with certain applications including landbanks; technical application of interpretations relating to valuations and appraisals for individual cases; provincial assessment information; tax cases with valuation and appraisal issues. ***Program Record Number:*** RC VEC 231

Competent Authority Double Taxation Cases

Description: General information relating to the administration of competent authority cases; considerations in accordance with the terms of a treaty or convention between Canada and a foreign country or in accordance with provincial tax acts or collection agreement. ***Topics:*** Miscellaneous programs and special projects; studies and audit techniques regarding specific industries and their inter-company transfer pricing policy; industry specialist programs. ***Program Record Number:*** RC VEC 261

Compliance Research

Description: Information on policy and objectives for a research program on compliance with the requirements of the Income Tax Act. ***Topics:*** Liaison with other departments and organizations, public and private; policy formulation and revision. ***Program Record Number:*** RC VEC 268

Detection and Investigations
Description: Information specific to non-compliance, avoidance, evasion with respect to the Excise Tax Act , the Excise Act, the Income Tax Act, the Customs Act and other related laws. The information relates to the detection, identification and investigation of potential alleged and actual violation with respect to the provisions of the Acts mentionned above. ***Topics:*** Information pertaining to registrants, non-registrants, non-filers, taxpayers and other persons specific to non-compliance, as well as tax and duties avoidance, evasion and fraud. ***Access:*** Cases are filed by vendor's name (alphabetically), case file and enforcement file (numerically). ***Program Record Number:*** RC VEC 136

Exchange of Information under Tax Treaties
Description: Information relating to the exchange of information between Canada Customs and Revenue Agency and foreign taxation authorities for carrying out the provisions of bilateral tax conventions or the domestics laws of the contracting states concerning taxes covered by the convention. ***Topics:*** General information and correspondence on the Exchange of information procedure; records relating to working arrangements and exchanges of information between foreign governments and Canada, concerning the simultaneous examination and audit of taxpayers carrying out activities in more than one country. ***Program Record Number:*** RC VEC 285

Excise Audit
Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. ***Topics:*** Policy directives to the regions; commodity coding; refunds; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. ***Access:*** Filed by subject number. ***Program Record Number:*** RC VEC 045

Judicial Processes
Description: Information on legal guidance related to the preparation of cases for court; case library; legal interpretations and jurisprudence arising from trials. ***Topics:*** Liaison with regional and tax services offices and Department of Justice; court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this program record pertains to Personal Information Bank RC PPU 030 Tax Evasion Cases). When accessing information in this program record, please quote the "case name". ***Program Record Number:*** RC VEC 263

Management Services
Description: Information on Investigations Directorate coverage and work programs; production reports; statistical analysis of the investigations activities and evaluation of tax services office operations. ***Topics:*** Liaison with other headquarters directorates and divisions as well as regional and tax services offices; information and measurement systems; special investigation evaluation, results and statistics; production control. ***Program Record Number:*** RC VEC 265

Non-compliance Research – Audit Projects Development and Coordination
Description: Information on the reporting and coordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information. ***Topics:*** Audit techniques on specific projects; information on the results of each project on a national, regional and tax services office basis; sources and types of information; exchanges of information with other government institutions. ***Program Record Number:*** RC VEC 201

Non-Filers/Non-Registrants
Description: Information on computerized programs for action against delinquent taxpayers; and on entities registered for the GST and potential registrants for the GST; the objectives, work, duties and responsibilities of the Non-Filers/Non-Registrant sections and Compliance units; interdepartmental referral selection and investigation of non-filers and non-registrants; special projects; matching third-party information to income tax returns for the purpose of verifying income and registration requirements. ***Topics:*** Delinquent action – individuals, corporations, estate and trusts; application of penalties for repeated failures and false statements or omissions (sub-sections 163(1) and 163(2) of the Income Tax Act), assessments raised under 152(7) of the Income Tax Act; bankrupt filers, computerized delinquent action system (SUDS) and other non-filer reporting system (ICIS,T2 DELPAC); prosecution for failure to file income tax returns, special delinquent action projects, identification of non-filers and non-registrants, methods of obtaining compliance, and non-filers reporting system, other third-party information sources. ***Program Record Number:*** RC VEC 181

Policy Formulation and Staff Development
Description: Information on Investigations Directorate's policies, objectives and technical training for criminal investigations. ***Topics:*** Liaison with other departments, headquarters directorates and divisions, ax services and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank RC PPU 030 Tax Evasion Cases, is applicable to the subject of technical training only). ***Program Record Number:*** RC VEC 262

Programs Operations

Description: Information on technical assistance to tax services offices on investigations; case development and file review; search warrant requests; compliance projects; organized crime operations and publicity; and legal requirements of unnamed taxpayers. ***Topics:*** Liaison with provincial and foreign governments, federal departments, headquarters directorates and divisions, regional and tax services offices; case files and reports; coordination of special investigations projects; search authorities and retention orders; voluntary disclosures and leads from informants; financial information (in tax services offices) relating to criminal illegal activities; publicity on completed investigations. ***Program Record Number:*** RC VEC 264

Tax Avoidance

Description: Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance arrangements; on the referral, selection, examination and appeal of cases; on case material; and on jurisprudence arising from case trials. ***Topics:*** Tax avoidance – general; rejected referrals; reserves; offshore companies; inter vivos trusts; motion picture films and videotapes; leverage leasing; resource industry financing; income splitting; loss companies; dividend stripping; developer/agencies; control from Canadian residents to non-residents; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agents; management and personal corporations; commodity futures – straddles; selective dividends on special shares and artificial reduction of capital gains: associated corporations; Part II Tax; GAAR (General Anti Avoidance Rule). ***Program Record Number:*** RC VEC 256

Technical Applications, Reassessing Policies and Procedures

Description: Information on audit policy and procedures; the technical application of interpretations of the Income Tax Act and Regulations and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; technical enquiries received from tax services offices and taxpayers. ***Topics:*** Information on specific applications governing the reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of enquiries on the application of legislation. ***Program Record Number:*** RC VEC 221

Technical Research and Non-Resident Tax

Description: Information on the technical application of the Income Tax as it pertains to non-residents; recommendations for legislative changes; technical, administrative and systems related guidance to field offices; development of departmental, internal and public forms, internal communiqués. ***Topics:*** Taxability of benefits and allowances; projects and enquiries (internal and public); technical application of the Income Tax Act as it pertains to non-residents and of Income Tax Regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act; summary of remuneration paid (T4A-NR return); return of amounts paid or credited to non-residents of Canada (NR4B return). ***Program Record Number:*** RC VEC 189

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

♦ Appeals Branch

Adjudications Records

Description: The bank contains records of goods seized from individuals or firms, and of ascertained forfeitures in cases where the goods are unobtainable, including descriptions of the goods, reason for seizure and the seizing officer's report. ***Class of Individuals:*** Importers, exporters and transportation companies. ***Purpose:*** The principal purpose of a Customs seizure or ascertained forfeiture record is to assist officers of the Adjudications Division in determining whether there is a contravention

under the law and if the monetary terms assessed should be maintained or altered. ***Retention and Disposal Standards:*** Automated index records are retained for six years. Reports on unappealed seizures are retained for six months and case files on appealed seizures are retained for five years after the last activity. ***PAC Number:*** 80-022 ***Related to PR#:*** RC APP 250 ***TBS Registration:*** 000011 ***Bank Number:*** RC PPU 036

Appeals Regarding the Canada Pension Plan and the Employment Insurance Act
Description: This bank contains documents related to appeals of rulings or assessments relating to pensionable or insurable employment under the Canada Pension Plan and/or Employment Insurance Act. Included in each case file are such documents as appeals, reports, working papers, evidence, correspondence, employee lists, questionnaires, pensionable and insurable earnings, decisions and judgments, any other records related to the case. ***Class of Individuals:*** Persons disagreeing with the Agency's ruling or assessment. ***Purpose:*** The information compiled, on a case-by-case basis, is used to determine pensionable or insurable employment under the Canada Pension Plan and Employment Insurance Act.
Consistent Uses: The data assembled also assist Human Resources Development Canada in the administration of the Canada Pension Plan benefit distribution as well as payments under the Employment Insurance Act. ***Retention and Disposal Standards:*** Two years. ***PAC Number:*** 79-016 ***Related to PR#:*** HRD PPU 180; RC PPU 070 ***TBS Registration:*** 002770 ***Bank Number:*** RC PPU 130

♦ Assessment and Collections Branch

Advance Child Tax Credit (ACTC) Data Bank
Description: This data bank contains information on the tax filers who meet the eligibility criteria for a prepayment cheque. It contains the information used to determine an individual's eligibility and the reasons why a cheque may have been withheld (e.g., debt owing to the Department, bankruptcy). In addition, it records any subsequent activity on an individual's ACTC account (e.g., cheque returned to the Department, additional cheque issued). This credit was discontinued after the 1992 taxation year. ***Class of Individuals:*** Individual tax filers. ***Purpose:*** The purpose of this bank is to provide an up-to-date record of all the activities on an individual's ACTC account.
Consistent Uses: This data bank enables field staff, who are the principal user of the system, to reply to enquiries from tax filers and their authorized representatives accurately and in a reasonable period of time. ***Retention and Disposal Standards:*** The information on the active database will be retained indefinitely. ***TBS Registration:*** 002205 ***Bank Number:*** RC PPU 064

Applicants for Refund of Federal Excise Tax on Gasoline
Description: Data include information respecting each claimant such as their social insurance number, employee status and group. Individuals identified in this bank have filed a gasoline refund claim. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as an reference number. Its use is not compulsory. ***Class of Individuals:*** Members of the public who have filed a claim for a gasoline tax refund. ***Purpose:*** This bank exists for the purpose of refunding members of the general public making application under the Excise Tax Act, of the excise tax paid on gasoline used for qualifying purposes. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds, and may be used to inspect claimant's receipts and supporting documents related to such claims. ***Retention and Disposal Standards:*** Each claim is retained for a period of seven years and then destroyed. ***PAC Number:*** 80-022, 82-012 ***Related to PR#:*** RC RGO 050 ***TBS Registration:*** 000014 ***Bank Number:*** RC PPU 052

Canada Pension Plan and Employment Insurance Rulings Documents
Description: This bank contains departmental forms such as CPT-1, CPT-2, working papers, and related documents such as contracts, statements from workers and payers, etc., that were used in making each individual ruling. Access will not be permitted without the necessary authorization and/or proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** Individual workers and employers. ***Purpose:*** The purpose of this bank is to record rulings issued by Canada Customs and Revenue Agency officials as to whether individuals are in pensionable or insurable employment under the Canada Pension Plan or the Employment Insurance Act respectively. This has a direct effect on the individual's entitlements to employment insurance benefits and eventual Canada Pension Plan benefits, and the related premium and contribution payments. ***Retention and Disposal Standards:*** Records are maintained for a period of three years (the current year and two preceding years). ***TBS Registration:*** 002020 ***Bank Number:*** RC PPU 070

Canada Child Tax Benefit (CCTB) Data Bank
Description: This bank contains information used to determine an individual's eligibility for the CCTB and records any subsequent activity on that individual's CCTB account. Information is also used to administer related provincial and territorial programs on behalf of those provinces and territories along with the Children's Special Allowance program (CSA). In addition, information related to the National Child Benefit Supplement, a component of the CCTB, is provided to the individual's resident province or territory to allow the province or territory to adjust the individual's social assistance payments or payments

made under a provincial or territorial law ***Class of Individuals:*** Individual tax filers. ***Purpose:*** The purpose of this bank is to provide an accurate and current record of all activities on an individual's CCTB account. ***Consistent Uses:*** This data bank enables authorized employees to reply to clients' enquiries accurately and quickly and supports programs that validate information to support eligibility and to facilitate correct calculation of benefits. ***Retention and Disposal Standards:*** The information on the active database will be retained indefinitely ***Related to PR#:*** RC ACB 126, RC ACB 131 ***TBS Registration:*** 003210 ***Bank Number:*** RC PPU 063

Claims for Refund of Taxes Paid Under the Excise Tax Act

Description: Data include claimant's name, address, telephone number and reason a refund is being requested. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of the names and addresses of the claimants making application for refund of excise taxes paid under the provisions of the Excise Tax Act. The bank is used to identify and support each amount of tax refunded. ***Retention and Disposal Standards:*** Records are maintained for a period of five years then destroyed. ***PAC Number:*** 80-022 ***TBS Registration:*** 000013 ***Bank Number:*** RC PPU 046

Claims for Refund or Rebate of Taxes Paid Under the Excise Tax Act (G.S.T. and H.S.T.)

Description: Data include claimant's name, address, telephone number, GST/HST registration/business number and reason a refund or rebate is being requested. ***Class of Individuals:*** Members of the general public. This bank include both corporate and personal information. ***Purpose:*** The purpose of this bank is to maintain a record of the names and addresses of the claimants making application for rebate of Goods and Services Tax/Harmonized Sales Tax and/or refund of excise taxes paid under the provisions of the Excise Tax Act. The bank is used to identify and support each amount of tax rebated or refunded. ***Consistent Uses:*** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax/Harmonized Sales Tax Programs. ***Retention and Disposal Standards:*** Records are maintained for a period of five years then destroyed. ***PAC Number:*** 82-012 ***Related to PR#:*** RC ACB 133 ***TBS Registration:*** 002753 ***Bank Number:*** RC PPU 091

Debts Written Off as Uncollectible

Description: Data include names, nature and amount of debt, the results of collection action taken, description of assets and disposition of proceeds. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of firms and individuals owing a debt to the Crown, on which all appropriate collection action has not resulted in successful collection of the debt. The bank is used by the Tax Services Office Uncollectible Debts Review Committee to approve recommendations for authority to delete accounts under existing legislation. The forms are presented to the Minister, or a person authorized by the Minister, as appropriate, depending on amount, for written authorization to write off the accounts. ***Retention and Disposal Standards:*** Case files are retained for seven years after action is completed, and then destroyed. Form (E157) Recommendation for Write-Off of Uncollectible Accounts retained in perpetuity. ***PAC Number:*** 80-022, 82-012 ***TBS Registration:*** 000016 ***Bank Number:*** RC PPU 060

Fairness Registry

Description: The Fairness Registry is a department-wide system which provides a point of entry data capture facility to record the details of all Fairness requests for relief of interest and penalties under the Fairness legislation and which retains this data in an online environment for retrieval and reference. ***Class of Individuals:*** Individuals, Corporations, Employers, Importers and Exporters, Estates and Trusts, GST/HST filers and Non-residents. ***Purpose:*** The system was developed to provide a national method of gathering the relevant information in order to ensure appropriate application of the related legislation through its' monitoring facilities and to support the production of both financial and non-financial reports. ***Consistent Uses:*** The principle use of the registry is to record requests under the Fairness provisions for relief of interest and penalties. The Fairness Registry data and input from the various accounting systems are used by the "Statistical Tracking Analysis and Reporting System" (STARS) to produce financial reports accounting for relief actually granted under Fairness provisions, as is required by section 24.2 of the Financial Administration Act (FAA). A wide variety of other reports for monitoring purposes are also available through both STARS and directly through the Fairness Registry via the "Platinum Report Facility" (PRF). ***Retention and Disposal Standards:*** The information on the active database will be retained for a five year period, then deleted. ***Related to PR#:*** RC ACB 192 ***TBS Registration:*** 003943 ***Bank Number:*** RC PPU 155

Federal Sales Tax Inventory Rebate Program

Description: Data include claimant's name, address, telephone number, GST registration number as well as information provided for GST registration such as annual sales volume and nature of business. ***Class of Individuals:*** Members of the public who will be filing a claim for a rebate of the federal sales tax content of inventories as at January 1, 1991. ***Purpose:*** The bank exists for the purpose of payment to Goods and Services Tax registrants who made applications under the Excise Tax Act for rebate of the federal sales tax content of

qualifying inventories of goods on hand at January 1, 1991. ***Consistent Uses:*** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax program. ***Retention and Disposal Standards:*** Applications will be retained for a period of six years then destroyed. ***PAC Number:*** 82-012 ***Related to PR#:*** RC ACB 133 ***TBS Registration:*** 002754 ***Bank Number:*** RC PPU 086

Goods and Services Tax / Harmonized Sales Tax Credit (GST/HST) Data Bank
Description: This data bank contains the information used to determine an individual's eligibility (including eligibility for the Newfoundland Harmonized Sales Tax Credit), all applicable financial transactions and the reasons why a payment may have been withheld (e.g. debt owing to the department and deceased). In addition, it records any subsequent activity on an individual's GST/HST Credit account (e.g. changed eligibility or entitlement, and additional cheque issued). ***Class of Individuals:*** Individual Tax Filers. ***Purpose:*** The purpose of this bank is to provide an accurate record of all the activities on an individuals GST/HST Credit account for each tax year. ***Consistent Uses:*** This data bank enables departmental field staff, who are the principle users of the system, to reply to individual tax filers' enquiries accurately and quickly thereby increasing the level of service to tax filers. It also supports programs that validate information to support eligibility and to facilitate correct calculation of credits. ***Retention and Disposal Standards:*** The information on the active database will be retained indefinitely. ***TBS Registration:*** 003016 ***Bank Number:*** RC PPU 140

Individual (T1) Tax Arrears – Collection Action
Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific client accounts, statistical information for inclusion in annual reports and refunds of taxes paid. The bank consists of collections made; internal instructions; debits and credits by client name; statistical files – outstanding arrears; fiscal year reports; summary of trial balances; computer generated printouts, records of delinquent collection cases and information relating for assessments raised by collections. The information contained in the centralized individual accounting and collection system (T1) computer file is electronically passed to the Revenue Enforcement Management Information Tracking System (REMITS) for use by Collection Call Centre agents in resolving individual (T1) tax arrears. Agents record details of actions taken in the REMITS: List of Activities". Accounts whose tax arrears are not resolved at the Collections Call Centre are either immediately or eventually transferred to the Automated Collections and Source Deductions Enforcement System (ACSES) for auctioning by tax services office Collection officers who note details of actions taken and/or planned based on information gathered from audits, third parties, legal opinions, court actions, personal contact, etc. In cases where such information is voluminous, or necessarily includes the retention of documents, the printout information may be supplemented with a collection file or docket. Access to this information in ACSES will be permitted when there is adequate proof of identification, including Social Insurance Number, signature and/or authority. ***Class of Individuals:*** Licensee companies and Individual tax filers. ***Purpose:*** The purpose of the bank is to maintain records which support and document collection activity. The information is used by collection officers in their enforcement duties regarding payment of taxes in cases where the accounts have been referred to the Tax Services Office for collection action. Information pertaining to a tax filer's indebtedness may be included in documentation issued to third parties indebted to the client and the courts to facilitate attachment. ***Retention and Disposal Standards:*** Information in this bank is retained for two years after the account is paid in full. ***TBS Registration:*** 002017 ***Bank Number:*** RC PPU 050

Individual Income Tax Return
Description: This bank contains all information supplied by the taxfiler on the taxfiler's annual income tax return, as well as correspondence, third-party information and departmental working papers relating thereto. Access will not be permitted without authority and/or adequate proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** Tax filers. ***Purpose:*** The purpose of this bank is to provide financial information required in the administration and enforcement of the Income Tax Act and Regulations of Canada and nine provinces, parts of the Canada Pension Plan, and the Employment Insurance Act and Regulations, for which this department is responsible. ***Consistent Uses:*** The principal use of this bank is to support the audit programs, enforcement procedures, and collection actions required, and to respond to taxfilers' enquiries regarding their income tax affairs. Selected information from this bank is shared under approved sharing agreements with various provincial and federal authorities. Information received from employers and other sources is used to verify, for subsequent adjustment where necessary, income and deduction data reported by a taxfiler. ***Retention and Disposal Standards:*** Tax returns of all tax filers are retained for the current tax year and the three taxation years immediately prior. ***TBS Registration:*** 002014 ***Bank Number:*** RC PPU 005

Information Returns (Infodec) Data Bank
Description: This data bank contains information on individuals and businesses who are the recipient of funds or benefits. This information is reported to the Department by the payer through an information return. The types of information range from: salaries, wages, taxable benefits, self-employed commissions, annuities, retiring

allowances, dispositions of publicly traded debt obligations (Stocks and options), various types of investment income such as interest, dividends, royalties; to benefits paid by Worker's Compensation Boards and Social Welfare Agencies. This is the data base which contains amounts withheld at source such as CPP, QPP, EI and tax. There is also information on fees, commission or other amounts paid to non-residents of Canada. There is basic identification information, such as name and address, on the payer. ***Class of Individuals:*** Individual tax filers and businesses. ***Purpose:*** Provide the Department with information to ensure that individuals and businesses are accurately reporting income which is reflected on these slips (including T4 (various), T5, T5008). ***Consistent Uses:*** It is utilized for matching to individual and businesses returns to ensure they have reported amounts received as required. The programs utilizing this information are: Audit, Accounts Receivable, T1 Individual Income Tax Returns, T2 Corporation Initial Assessment and Reassessment Programs. Comparisons are made with Human Resources Development data to determine if the correct Employment Insurance and Canada/Quebec Pension Plan rates are recorded for calculating future benefits under these programs. ***Retention and Disposal Standards:*** The information is maintained active for the current plus two immediate years and inactive in the National Archives Federal Record Centres for a further one to four years, depending on the type of information return. ***Related to PR#:*** RC ACB 190, RC ACB 125, RC ACB 126 & RC ACB 131. ***TBS Registration:*** 003942 ***Bank Number:*** RC PPU 150

Petroleum and Gas Production Revenue Tax Accounts
Description: This data bank, which is maintained in the Ottawa Tax Centre, contains records of all payments of Part 1 Tax, and all interest and penalties assessed in accordance with the requirements of the Petroleum and Gas Revenue Tax Act. This information is recorded on ledger cards. ***Class of Individuals:*** Individual tax filers. ***Purpose:*** The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions relating to the administration of the Petroleum and Gas Revenue Tax. ***Consistent Uses:*** Information is passed to tax services office Collection officers electronically via a link from the Automated Subledger System (ASL) to the Automated Collections and Source Deductions Enforcement System (ACES) to reference when enforcing payment of taxes by delinquent tax filers. Access to information pertaining to these accounts will be permitted when adequate proof of identification is provided, e.g., an account number, signature and/or authorization from the tax filer. ***Retention and Disposal Standards:*** Ledger cards are maintained for five years subsequent to the account becoming nil. ***Related to PR#:*** RC ACB 192 ***TBS Registration:*** 002203 ***Bank Number:*** RC PPU 068

Petroleum and Gas Revenue Tax Return
Description: This bank contains all information supplied by the tax filer on his or her annual Petroleum and Gas Revenue Tax Return, as well as correspondence, third-party information and departmental working papers relating thereto. The tax filer may be an individual, a trust, a corporation or some other business entity. ***Class of Individuals:*** Individuals filing Petroleum and Gas Revenue Tax Returns. ***Purpose:*** The purpose of this bank is to provide financial information required in the administration and enforcement of the Petroleum and Gas Revenue Tax Act. These returns are retained for the current tax year and the four taxation years immediately prior. The principal use of this bank is to support the audit programs, enforcement procedures, and collections actions required, and to respond to the relevant tax filers' enquiries regarding their petroleum and gas revenue tax affairs. Access will not be permitted without adequate proof of identification, including account number, signature and/or authority. ***Retention and Disposal Standards:*** Records in this bank are retained for five years. ***Related to PR#:*** RC ACB 139 ***TBS Registration:*** 003535 ***Bank Number:*** RC PPU 011

Problem Resolution Program
Description: This bank contains the names, telephone numbers and Identification Numbers (e.g. Social Insurance Numbers and Business Numbers) of tax filers and businesses whose problems have been referred to the Problem Resolution Program in one of the Department's 43 Tax Services Offices and 7 Tax Centres. It also includes descriptions of the problems, and the action(s) taken to resolve them. Access will be provided upon proof of identification carrying the individual's or business' name, address and Identification Number and/or, in the case of a representative, proof of authorization. ***Class of Individuals:*** Canadian tax filers. ***Purpose:*** The purpose of this information bank is to store information and analyze problem trends. ***Retention and Disposal Standards:*** Records are retained for two years. ***TBS Registration:*** 002024 ***Bank Number:*** RC PPU 115

Registrants for the Goods and Services Tax/Harmonized Sales Tax (GST/HST)
Description: This bank contains information on persons registered as well as for potential registrants for the GST/HST. The information includes names of sole proprietors, names of partners in a partnership, names of authorized corporate officers, contact persons' names and title, social insurance number where applicable for individuals, telephone and fax numbers and official language preference for corresponding with the Department. ***Class of Individuals:*** Owners of sole proprietorships, partners in a partnership, authorized corporate officers, contact persons. ***Purpose:*** This bank is required to store personal information on registrants and potential for GST/HST. ***Consistent Uses:*** Information in this bank, subject to a formal

federal-provincial harmonization agreement, may also be shared with provincial authorities. ***Retention and Disposal Standards:*** Active registrant information will be kept on an ongoing basis. Records on individuals who have ceased to be registered are maintained for a period of 5 years. ***PAC Number:*** 82-012 ***Related to PR#:*** RC ACB 133, RC ACB 134 ***TBS Registration:*** 002664 ***Bank Number:*** RC PPU 066

Retirement Compensation Arrangements Refundable Tax Accounts
Description: This data bank, which is maintained in the Winnipeg Tax Centre, contains records of all payments and assessments of Part XI.3 Tax, including all interest and penalties assessed in accordance with the requirements of the Income Tax Act. This information is recorded on an automated subledger system. ***Class of Individuals:*** Individual tax filers. ***Purpose:*** The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions related to the administration of the Income Tax Act, specifically Part XI.3. ***Consistent Uses:*** Information is passed to tax services office Collection officers electronically via a link from the Automated Subledger System (ASL) to the Automated Collections and Source Deductions Enforcement System (ACES) to reference when enforcing payment of taxes by delinquent tax filers. Access to information pertaining to these accounts will be permitted when adequate proof of identification is provided, e.g., account number, signature and/or authorization from the tax filer. ***Retention and Disposal Standards:*** Subledger information is maintained for seven years subsequent to the accounts becoming nil. ***Related to PR#:*** RC ACB 192 ***TBS Registration:*** 002204 ***Bank Number:*** RC PPU 061

Revenue Accounting – Goods and Services Tax/Harmonized Sales Tax
Description: Information system pertaining to registrant's name, address, telephone number, Business number, value of taxable sales, tax collectible and remitted, input tax credits claimed, rebate claims, notices of assessment, tax filer accounts, penalties and interest, and debits and credits by registrant's name from GST/HST returns and remittances. ***Class of Individuals:*** Owners of sole proprietorships, partners in a partnership, authorized corporate officers, contact persons. This bank includes both personal and corporate information. ***Purpose:*** Reporting of net tax collectible by registrants under the provisions of the Excise Tax Act (GST/HST), capturing data pertaining to rebates under the legislation. Over time, to be able to analyze financial data of GST/HST. ***Consistent Uses:*** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax/Harmonized Sales Tax programs. ***Retention and Disposal Standards:*** Records are kept for seven years then destroyed. ***PAC Number:*** 80-022, 82-012 ***Related to PR#:*** RC ACB 134 ***TBS Registration:*** 002755 ***Bank Number:*** RC PPU 080

Review and Control
Description: This bank consists of employer accounts and records of financial and non-financial transactions related to the withholding, remitting and reporting of employees' deductions of Income Tax, Canada Pension Plan and Employment Insurance. This includes assessments levied for unremitted amounts including interest and penalties. Access will not be permitted without adequate proof of identification, including Social Insurance Number, signature and/or authority. ***Class of Individuals:*** Individuals, proprietorships and partnerships. ***Purpose:*** This bank serves as a record of all accounting transactions with respect to the employees' deductions and the employers' remittances and reconciliation. The bank is maintained to complete post-routine balancing and enforcement activities between the employer and the Department. ***Consistent Uses:*** The account record is required in order to process CPP/EI adjustments and refunds and to assist in updating records of earnings and confirm the insurability of certain workers with other federal departments such as Human Resources Development. ***Retention and Disposal Standards:*** Information in this bank is retained for two years after the last transaction. ***TBS Registration:*** 001949 ***Bank Number:*** RC PPU 125

Special Returns by Plan Trusts (T3ATH-IND, T3D, T3H-IND, T3P, T3M, T3RI, T3RIF-IND, T3S)
Description: This bank contains the T3ATH-IND, Amateur Athlete Trust Income Tax Return; T3D, Deferred Profit Sharing Plan or Revoked Plan Information Return and Income Tax Return; T3M, Environmental Trust Income Tax Return; T3P, Employees' Pension Plan Income Tax Return; T3R-IND, Registered Retirement Savings Plan Income Tax Return; T3RI, Registered Investment Income Tax Return; T3RIF-IND, Registered Retirement Income Tax Return; and T3S, Supplementary Employment Benefit Plan Income Tax Return; and related schedules and correspondence. ***Class of Individuals:*** Trusts. ***Purpose:*** The purpose is to facilitate the assessment and collection of taxes owed by the trusts, and to support audit programs and enforcement procedures with regard to the investments of the trusts. Access will be permitted with adequate proof of identification, including Account Number, signature and/or authority. ***Retention and Disposal Standards:*** The returns are retained for the current taxation year and the four taxation years immediately prior. ***Related to PR#:*** RC ACB 139 ***TBS Registration:*** 003534 ***Bank Number:*** RC PPU 020

T3 Trust Information and Income Tax Return
Description: This bank contains all information supplied by every person acting in a fiduciary capacity, such as executor, trustee or administrator for a trust, as well as correspondence and departmental working papers relating thereto. ***Class of Individuals:*** Beneficiaries of

trusts. ***Purpose:*** The purpose of this bank is to provide financial information and enforcement of the Income Tax Act and Regulations, as they relate to a trust. The principal use of this bank is to support the audit programs, enforcement procedures, and/or collection actions required, and to respond to enquiries originating from executors, trustees or administrators of an estate or trust. Access will be permitted with adequate proof of identification, including Social Insurance Number, signature and/or authority. ***Retention and Disposal Standards:*** The returns are retained for the current taxation year and the four taxation years immediately prior. ***Related to PR#:*** RC ACB 139 ***TBS Registration:*** 003536 ***Bank Number:*** RC PPU 015

Taxation Individual Accounting and Master File
Description: Records maintained in this bank are categorized by status (e.g. credit available) and include all financial transactions between individual tax filers and the department. Access will not be permitted without adequate proof of identification including Social Insurance Number and/or authority. The ongoing master file is updated continuously. At year-end, the Records on the Master file are converted for processing in the New Year Format. Currently, no data is purged nor deleted from the file. Financial activities; including Assessments, are maintained on-line for all clients since the start up of the 1985 program year. Some data for processing years prior to 1985 is maintained on-line for those Client Accounts active at that time. ***Class of Individuals:*** Individual tax filers. ***Purpose:*** The purpose of this bank is to account for T1 accounts receivable and installment credits of individual tax filers, penalty, interest and law costs related thereto. ***Consistent Uses:*** The principal use of this bank is to record amounts owed by individuals and any installment payments being held for future use. Where applicable, information pertaining to a tax filer's indebtedness is supplied to the tax filer's debtors and the courts to facilitate attachment. ***Retention and Disposal Standards:*** Data related to an Individual Accounting Master is neither deleted nor purged, it is converted annually to the New Year format. ***Related to PR#:*** RC ACB 190 ***TBS Registration:*** 002018 ***Bank Number:*** RC PPU 055

Taxation Rapid Information
Description: This bank contains selected data from the Taxpayer Master File and the centralized accounting and collections master file, e.g. identification, filing, assessment, refund data and amount, and tax accounting transactions and collection data. Coverage is restricted to individual tax filers. ***Class of Individuals:*** Individual tax filers ***Purpose:*** The purpose of this bank is to provide on-line access from tax offices to individual tax filers' computer records of their tax assessment, accounting and/or collection data. The principal use of this bank is to provide immediate responses to enquiries received at any tax services office from individual tax filers and their authorized representatives. Access will not be permitted without adequate proof of identification, including Social Insurance Number and/or authority. New rapid files are created every calendar year and updated as activity occurs in the "parent" files. ***Retention and Disposal Standards:*** Where the new file is created the old file is destroyed. ***Related to PR#:*** RC ACB 191 ***TBS Registration:*** 003540 ***Bank Number:*** RC PPU 045

Taxation Taxpayer Master File
Description: This bank serves as a depository for information on individuals which consists of name, address, account number and tax data. The tax data is available as current information, which commences with the 1987 year and historic information, which commences with the 1978 year. Access will not be permitted without the necessary authority and/or adequate proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** individual tax filers ***Purpose:*** This bank provides statistical data for several analysis and support systems; provides and maintains a uniform account number system for tax filer identification by using the Temporary Taxation Number, or Social Insurance Number which is used in Canada by the Central Index; and enables Canada Customs and Revenue Agency to administer, under the approved authority, the Employment Insurance Act and Canada Pension Plan Act. The Social Insurance Number may be used to match information slips filed by employers and payers (such as banks, trustees, executors and administrators) with returns in this bank, for the purpose of income verification and identification of people who have not filed an income tax return. The information in this bank concerns persons who have filed a tax return for a given year. The principal use of this bank is to assess T1 individual tax returns. Identification and income data is provided to Human Resources Development Canada to verify claims for the Guaranteed Income Supplement Program, and to provide a Canada Pension Plan record of earnings. Information is exchanged with Citizenship and Immigration Canada provided for under the Canada Pension Plan Act and Employment Insurance Act. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in the Statistics Act. ***Retention and Disposal Standards:*** Records are maintained since 1977. ***Related to PR#:*** RC ACB 171, RC ACB 276 ***TBS Registration:*** 003537 ***Bank Number:*** RC PPU 040

Tobacco Products Inventory Tax Under Part V of the Excise Tax Act
Description: Data includes registrant's name, address, telephone number, GST Registration number as well as information provided in the Tobacco Products Inventory Tax. ***Class of Individuals:*** Wholesalers and retailers involved in the sale of Tobacco Products. ***Purpose:*** Reporting of Net Tax Collectible, under Part V of the Excise Tax Act, for the Tobacco Products Inventory Tax. ***Consistent Uses:*** Financial analysis for advice to Department of Finance. ***Retention and Disposal***

Standards: Records are maintained for a period of seven years after project completion (3 years active – 4 years dormant). Documents will then be reviewed and destroyed. ***TBS Registration:*** 002913 ***Bank Number:*** RC PPU 047

Trust Accounts Examinations-GST/HST
Description: This bank consists of completed examinations of GST/HST registrants. It is a compilation of examiner's working papers, listing assets, liabilities and ownership information, examination requests and the supporting data for the request. Access will not be permitted without the necessary authorization and adequate proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** Individuals, proprietorships and partnerships. ***Purpose:*** The purpose of obtaining this information is to ensure the registrant's filing status and account balance is up to date as specified in the Excise Tax Act and to assess where applicable any deficiency. ***Consistent Uses:*** The information can also be used as evidence for prosecution purposes in cases where registrants knowingly or under circumstances of gross negligence failed to file GST/HST returns. ***Retention and Disposal Standards:*** Information held in this bank is retained for two years after the last transaction. ***Related to PR#:*** RC ACB 188 ***TBS Registration:*** 001948 ***Bank Number:*** RC PPU 120

Visitors Application for Rebate of Goods and Services Tax (G.S.T.)/Harmonized Sales Tax (H.S.T.) on Short-term Accommodation and Goods Purchased in Canada
Description: This bank contains information on individuals or corporations who filed an application for a rebate of the Goods and Services Tax/Harmonized Sales Tax on short-term accommodation and goods purchased while in Canada: world wide visitors to Canada as well as foreign and/or domestic tour operators, convention organizers or travel agents. The information may include family or business names and addresses, tourist travel expenditures, visit dates and the amount of G.S.T. /H.S.T. rebated on short-term accommodation and goods purchased while in Canada. ***Class of Individuals:*** Visitors to Canada, tour operators, convention organizers, travel agents or authorized representatives. This bank includes both corporate and personal information. ***Purpose:*** This bank is used to store personal information that will be used in the administration of the Visitors Rebate Program and to identify spending, filing patterns, trends and other statistical information. ***Consistent Uses:*** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax Harmonized Sales Tax Programs. ***Retention and Disposal Standards:*** Records are maintained for a period of two years then destroyed. ***PAC Number:*** 82-012 ***Related to PR#:*** RC ACB 129 ***TBS Registration:*** 003118 ***Bank Number:*** RC PPU 106

♦ Corporate Affairs Branch

Access to Information and Privacy Request Data Bank
Description: This bank contains the access requests sent by individuals filing applications under the Access to Information Act or the Privacy Act, the replies to such requests and information related to their processing. Access will not be permitted without the necessary authorization and/or proof of identification and signature. ***Class of Individuals:*** Members of the general public and employees of the Department submitting requests. ***Purpose:*** Maintain a record of individuals who have made application under the Access to Information Act and the Privacy Act for records within the control of the Department of National Revenue and to report annually on the number of requests received. ***Retention and Disposal Standards:*** Files are kept for two years. ***Related to PR#:*** RC CAB 440 ***TBS Registration:*** 002022 ***Bank Number:*** RC PPU 105

Complaints and Representations Bank
Description: The bank contains the name, address, and telephone number of the person and agent, if any, lodging the complaint or making a representation with respect to any matter within the powers of the Department. Access will be provided upon proof of identification carrying the individual's name, address and Social Insurance Number (when requires) and/or, in the case of a representative, proof of authorization. ***Class of Individuals:*** Individuals who lodge complaints with, or make representations to the Deputy Minister. ***Purpose:*** The purpose of this bank is to maintain a record of the complaints lodged with, or representations made to, the Deputy Minister, and which have been registered in his office with respect to any matter within the powers of the Department. ***Retention and Disposal Standards:*** Manual files are retained for eight years. ***TBS Registration:*** 002023 ***Bank Number:*** RC PPU 110

Information Disclosed to Investigative Bodies
Description: This personal information bank contains a copy of access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act under section 8(2)(e) of the same Act. These nation-wide requests are made concerning individuals for the purpose of law enforcement. The bank also contains the replies to such requests and gives particulars concerning information related to their processing. ***Class of Individuals:*** Individuals involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws. ***Purpose:*** In order to account for the number of requests under section 8(2)(e) of the Privacy Act. ***Consistent Uses:*** This bank will allow for the auditing of the procedures utilized for the exchange of personal information with Investigative Bodies under section 8(2)(e) of the Privacy Act. ***Retention and Disposal***

Standards: Two years and then destroyed. ***PAC Number:*** 80-022 ***TBS Registration:*** 001781 ***Bank Number:*** RC PPU 071

♦ Customs and Trade Administration Branch

Applications for Customs Brokers Licence
Description: Information in this bank includes the results of the qualifying examinations written by the applicant, an assessment by the Department of the suitability of the applicant to be a customs broker, and business information. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of all persons who have applied to become customs brokers. ***Retention and Disposal Standards:*** Files are retained for seven years after a licence is cancelled or an application rejected, then destroyed. ***PAC Number:*** 80-022 ***Related to PR#:*** RC CTA 340 ***TBS Registration:*** 000009 ***Bank Number:*** RC PPU 026

Assault Cases
Description: The bank consists of investigation reports and related correspondence as it relates to persons suspected of having committed an assault against customs officers. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose is to determine whether prosecution of the suspected individual is warranted. ***Consistent Uses:*** The information is used to provide ongoing statistical reports to senior management and regional management on the number and type of assault cases. ***Retention and Disposal Standards:*** Records are maintained for five years and destroyed. ***PAC Number:*** 80-022 ***Related to PR#:*** RC VEC 136 ***TBS Registration:*** 000006 ***Bank Number:*** RC PPU 010

Complaints
Description: The bank consists of investigation reports and replies to complaints from individuals who have experienced difficulties at customs. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain a record of complaints related to personnel and procedures. ***Consistent Uses:*** To provide ongoing statistical reports to senior management and regional management on the number and types of complaints by mode and location. ***Retention and Disposal Standards:*** Files are retained for five years and destroyed. ***PAC Number:*** 80-022 ***Related to PR#:*** RC CTA 135 ***TBS Registration:*** 000005 ***Bank Number:*** RC PPU 006

Customs Intelligence Records
Description: The bank contains seizure records, personal information about individuals who are suspected or known to be violators of the laws enforced in whole or in part by departmental officials. The bank also contains information on corporations, companies and organizations that are known to have, or are suspected to have, been involved in offenses. ***Class of Individuals:*** Members of the general public. ***Purpose:*** This information is used by the Department, as well as by domestic and foreign law enforcement and investigative agencies, in the administration or enforcement of the law especially as it concerns the laws relating to the importation and exportation of goods. ***Consistent Uses:*** In detection, prevention, or suppression of criminal activity and statistical purposes. ***Retention and Disposal Standards:*** Records will be retained for a minimum of six years and will then be destroyed. ***PAC Number:*** 80-022 ***Related to PR#:*** RC CTA 155 ***TBS Registration:*** 000007 ***Bank Number:*** RC PPU 016

Duty Free Shop Applicants (Land Border)
Description: This bank contains application packages submitted to the Department from individuals interested in operating a duty free shop at the land border and the Department's evaluation as to their suitability. ***Class of Individuals:*** Residents of Canada who are Canadian citizens or permanent residents and who are from the small or medium business sector. ***Purpose:*** The purpose of this bank is to maintain application packages and related assessments. ***Retention and Disposal Standards:*** Files of unsuccessful applicants are retained for a period of two years, then destroyed, and files of successful applicants (operators) are retained for a period of ten years, then destroyed. ***PAC Number:*** 80-022 ***Related to PR#:*** RC CTA 275 ***TBS Registration:*** 000012 ***Bank Number:*** RC PPU 041

Investigations
Description: The information held in this bank consists of narrative investigation reports which describe the information that has led to a particular investigation and the subsequent steps taken. Coverage is restricted to persons and/or companies suspected of having committed infractions. This bank is automated and managed by computer software named CINOS. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to maintain records pertinent in the enforcement of the Customs Act and other laws pertaining to Customs. ***Consistent Uses:*** The information is used primarily to investigate possible, alleged or known infractions against the Customs Act and other related laws. ***Retention and Disposal Standards:*** Investigation reports are retained for ten years and then destroyed afterwards.
NOTE: This bank has been transfered to RC PPU 095 of the Verification, Enforcement and Compliance Research Branch. ***PAC Number:*** 80-022 ***Related to PR#:*** RC CTA 150 ***TBS Registration:*** 000008 ***Bank Number:*** RC PPU 021

Integrated Customs Enforcement System (I.C.E.S.)
Description: The bank consists of information on past and potential customs violators. It allows customs officers at all ports to query against a database of selected cases.. The database contains subject information (Name,

DOB, Addressed, Identification) on individuals and businesses. commodity information, penalty information and conveyance information. This information is provided by the subject through questioning, identification, receipts and invoices. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose is to assist customs officers in establishing the risk factor, assessing rates of duties. The information is used by the Department for the enforcement of the Customs Act.. ***Consistent Uses:*** The information is used to identify individuals who have committed/or are suspected of infractions against the Customs Act, Excise Act, the Export Permits Control Act and Agriculture Canada. ***Retention and Disposal Standards:*** Records will be retained for a minimum of six (6) years from the date of the offense and will then be destroyed. ***TBS Registration:*** 004136 ***Bank Number:*** RC PPU 044

Pre-examination of Travellers – Application Information

Description: Travellers wishing to participate in a pre-approval exercise to determine whether they can be accepted into an expedited Customs clearance system, i.e. express lanes, special lanes, self-assessment of duties and taxes will apply on an application form and provide the following types of information: 1) Name; 2) DOB; 3) Address; 4) Telephone Number; 5) Type of Conveyance, if applicable; 6) Criminal Record; 7) Violation of Customs and/or Immigration Laws; 8) Family Members; 9) Citizenship. ***Class of Individuals:*** Canadian and United States permanent residents and citizens who travel across the border frequently. ***Purpose:*** To determine if an applicant can be approved to participate in an expedited Customs clearance system. Approval and rejection is based on criteria developed by individual agencies participating in a system/exercise. The five primary agencies involved in expedited clearance systems would be: Canada Customs; Canada Immigration; Passport Office (an agency of Foreign Affairs and International Trade) United States Customs Service; United States Immigration and Naturalization Service. ***Consistent Uses:*** The information provided by each applicant is cautioned that information provided may be "shared" by all five participating agencies. Applicants are rejected/approved by each agency based on the same information provided by the applicant and their own individual rejection criteria. ***Retention and Disposal Standards:*** Files are retained for a period of two years. ***TBS Registration:*** 002788 ***Bank Number:*** RC PPU 042

Primary Automated Lookout System - Airport(PALS - Air)

Description: This bank consists of an index from the Policy Information Retrieval System (P.I.R.S.) which contains information on past and potential Customs violators. The Primary Automated Lookout System allows primary Customs Inspectors at all international airports to initiate name queries against a database of selected cases. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of this bank is to assist Customs Inspectors in the screening process for travellers. The bank is maintained by Citizenship and Immigration Canada and is used by the Department. ***Consistent Uses:*** The information is used primarily to identify individuals who have committed infractions against the Customs Act, Excise Act, the Export/Permits Control Act and Agriculture Canada. ***Retention and Disposal Standards:*** Records will be retained for a minimum of six years and will then be destroyed. ***TBS Registration:*** 003321 ***Bank Number:*** RC PPU 101

Traveller Declaration Cards

Description: The bank consists of records of all written declarations filed at Customs by Canadian residents registered in the various CANPAS programs on arrival in Canada. ***Class of Individuals:*** General public. ***Purpose:*** To facilitate the Customs clearance process for travellers. The information may also be used by the Department and by other government departments, as well as by investigative agencies for the administration of enforcement of Acts of Parliament. ***Consistent Uses:*** The information is used primarily to provide statistical data pertaining to federal and provincial duty and tax revenue collected through the CANPASS program. Information may be shared with other government departments for the purpose of administration and enforcement of Acts of Parliament. ***Retention and Disposal Standards:*** Files are retained for a minimum two years from date of last administrative action. ***PAC Number:*** 82-012 ***TBS Registration:*** 002271 ***Bank Number:*** RC PPU 043

Travellers Entry Processing System (TEPS) / Travellers National Database System (TRANDS)

Description: This bank consists of information captured from a travellers B15 – Casual Goods Accounting Document and K21 General Receipt. TEPS captures the information at the time of importation and TRANDS retrieves the information for management reporting purposes. The information consists of the traveller's name, address, commodity information and duty/tax summary. ***Class of Individuals:*** Members of the general public. ***Purpose:*** TEPS – Assists the Customs Inspector in the assessment and collection of duties, taxes and other relevant data on travellers importations. TRANDS – Provides B15 data for departmental queries. ***Consistent Uses:*** The information is used primarily to provide departmental, other government departments and outside agencies with financial and statistical data pertaining to travellers importations. ***Retention and Disposal Standards:*** Records will be maintained for a minimum of three years plus current fiscal year and will then be destroyed. ***TBS Registration:*** 003778 ***Bank Number:*** RC PPU 145

Unpaid Accounts

Description: This bank contains records of those importers who have unpaid accounts. When an importer

fails to account for customs duties payable on imported goods within a specified time limit, his name is circulated to ports of entry within that region and to other regions across Canada, depending on the circumstances. ***Class of Individuals:*** Members of the importing public. ***Purpose:*** The purpose of this bank is to maintain records of those importers who have unpaid accounts. The list of names is used to alert customs officials to detain the goods of those importers whose names appear thereon. ***Retention and Disposal Standards:*** Names are retained in this bank indeterminately. ***PAC Number:*** 80-022 ***Related to PR#:*** RC CTA 135 ***TBS Registration:*** 000010 ***Bank Number:*** RC PPU 031

Vessel Licences
Description: This bank contains the name, address and telephone number of the licence holder; and the length, breadth, depth, estimated tonnage of the vessel and details on the machinery when applicable. ***Class of Individuals:*** Actual and previous owners of small vessels. ***Purpose:*** The information in this bank is collected on behalf of Transport Canada and is used to issue licences to, and provide identification of, owners of small vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessels Regulations. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc. ***Consistent Uses:*** This bank is also used by: officers of federal and/or provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property and to provincial authorities related to the enforcement of sales tax provisions. ***Retention and Disposal Standards:*** Records are kept for ten (10) years [active five (5) years, dormant five (5) years]. ***PAC Number:*** 82-012 ***Related to PR#:*** RC ACB 135, DOT MSS 215 ***TBS Registration:*** 003129 ***Bank Number:*** RC PPU 099

♦ Finance and Administration Branch

Losses of Money and Damage Claims By and Against the Crown
Description: This bank contains names and addresses of persons involved in damage claims, losses of money including defalcations, and describes the circumstances in each case. ***Class of Individuals:*** Departmental employees and members of the general public. ***Purpose:*** The purpose of this bank is to maintain information involving claims by and against the Crown, losses of money suffered by her Majesty and offenses and other illegal acts against the Crown. The data is used to determine an equitable settlement in each case, and information may be provided to the Treasury Board, the RCMP and the Department of Justice. ***Retention and Disposal Standards:*** Individual files are maintained until the case comes to a conclusion. The information is then transferred to an amalgamated file which is retained for five years. ***PAC Number:*** 80-022 ***TBS Registration:*** 000017 ***Bank Number:*** RC PPU 067

Security Investigations
Description: Contains investigative reports and correspondence with respect to security incidents and allegations and threats against employees. This bank relates also to CMP PPU and RC PPE 803. ***Class of Individuals:*** Current or former employees and clients. ***Purpose:*** The information is compiled to carry out necessary investigations and may be shared with other investigative agencies and/or police departments. ***Consistent Uses:*** Used to inform the Deputy Minister of security incidents and allegations and threats against employees. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 002771 ***Bank Number:*** RC PPU 135

Service Contracts
Description: This bank contains the service contracts entered into by Canada Customs and Revenue Agency offices nationally. ***Class of Individuals:*** Individuals who apply or are awarded professional service contracts with Canada Customs and Revenue Agency. ***Purpose:*** The purpose of this bank is maintain a record of the terms and conditions of service contract along with the fees and payment schedule for procurement reporting and audit purposes. Access to these records will be provided to the parties concerned upon adequate proof of identification and/or authority. ***Retention and Disposal Standards:*** Records in this bank are maintained for seven years. ***TBS Registration:*** 003541 ***Bank Number:*** RC PPU 096

♦ Human Resources Branch

Customs Inspector Test
Description: This bank contains the results of ability tests taken by individuals who are considered in the selection of candidates to fill positions as Customs Inspectors with the Department of National Revenue. ***Class of Individuals:*** All individuals seeking Customs Inspectors positions with the Department of National Revenue. Access will not be permitted without adequate proof of identification and/or authority. ***Purpose:*** This bank is used to compile test results for use in the selection of candidates to fill positions as Customs Inspectors with the Department. ***Consistent Uses:*** Data in this bank is used for statistical analysis and for research purposes. When used for these purposes, information in this bank is combined with that contained in standard bank RC PSE 902. ***Retention and Disposal Standards:*** Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes. ***TBS Registration:*** 002195 ***Bank Number:*** RC PPU 075

Tax Centres Recruiting System
Description: Information in the bank includes aptitude test results, home address, phone numbers, gender

education, year of birth, indication of any prior experience, language spoken and whether the applicant is a Canadian Armed Forces veteran or Canadian citizen.. ***Class of Individuals:*** Records in the bank apply only to those individuals who have written the aptitude tests for employment with the tax centres. Access will not be permitted without adequate proof of identification and/or authority. Requesters must specify the tax centre in which they worked or made application for employment. ***Purpose:*** This information bank was established to provide the tax centres with a method of controlling, testing, and hiring term employees each year. Applicants for employment are ranked based on the results of aptitude tests. ***Retention and Disposal Standards:*** Records are retained for a period of two years. ***TBS Registration:*** 003539 ***Bank Number:*** RC PPU 100

♦ Policy and Legislation Branch

Application for licences under the provisions of the Excise Tax Act and the Excise Act
Description: Information on the licensing of taxpayers under the Excise Tax Act (application for Air Transportation Tax Licence, Manufacturer's Excise Tax Licence, Wholesaler's Tax Licence) and under the Excise Act (application for Brewer's Licence, Distiller's Licence, Bonding Warehouse Licence, Pharmacist's Licence, Bonded Manufacturer's Licence, Tobacco and Cigar Manufacturer's Licences and Tobacco Packer's Licence, and Chemical Still Licence). Data includes names of sole proprietors, names of partners in a partnership, names of authorized corporate officers, contact persons names and titles, personal address and telephone number and official language preference for corresponding with the Department. The bank includes both corporate and personal information. ***Class of Individuals:*** Sole proprietorships, partners in a partnership, authorized corporate officers, contact persons. ***Purpose:*** This bank is required to store personal information on taxpayers licensed under the Excise Tax Act and the Excise Act for the administrative purpose of creating and maintaining the taxroll. ***Retention and Disposal Standards:*** Active licensee information will be kept on an ongoing basis. Records on individuals who have ceased to be licensed are maintained for a period of 5 years. ***PAC Number:*** 82-012 ***Related to PR#:*** RC ACB 025, RC ACB 130 ***TBS Registration:*** 003128 ***Bank Number:*** RC PPU 062

GST Letters (Headquarters and Tax Services Offices)
Description: This bank contains correspondence/replies, prepared by Headquarters officers and officers in the Tax Services Offices, addressed to GST registrants or claimants in responses to their requests regarding the interpretation of a section, subsection, etc., of the Excise Tax Act, particularly the Goods and Service Tax (GST) part of the Act. These letters are stored electronically in a chronological order. ***Class of Individuals:*** GST registrants and claimants. ***Purpose:*** The purpose of this bank is to conduct quality assurance of correspondence addressed to the GST registrants and the GST claimants. This bank is also used as a research tool for officers that need to answer/interpret the Act. A "severed" bank of these rulings is also available, at a cost, to whoever subscribes to the "Electronic Bulletin Board Service" (EBBS).. ***Retention and Disposal Standards:*** The severed letters will be kept on the system for one year and then will be kept on a backup unit/disk as long as the GST program exists. ***TBS Registration:*** 003777 ***Bank Number:*** RC PPU 092

Income Tax Rulings Subject Matter Files
Description: This bank contains correspondence received from individuals requesting an interpretation of a section, subsection, etc., of the Income Tax Act or another law related thereto and the replies sent by the Department of National Revenue. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The purpose of the bank is to file correspondence from and to taxpayers on matters related to the Income Tax Act and Regulations. This bank is used for records retention and maintenance only. Access to a record will be provided upon proof of identification including name, address, signature and Social Insurance Number. In some instances, correspondence may be filed in the name of the taxpayer's representative. In these cases, the name and address of the representative should also be included on the Record Access Request Form. The subject matter and date of the requested correspondence is also required. ***Retention and Disposal Standards:*** Records in this bank are maintained for seven years. ***Related to PR#:*** RC PLB 041, RC PLB 046, RC PLB 049 ***TBS Registration:*** 003538 ***Bank Number:*** RC PPU 090

♦ Regional Operations

Application for Federal Fuel Tax Rebate
Description: Data include information about each claimant, bulk permit holder and registered vendor. Included are social insurance number, claimant status and type, employer number where applicable and information about amounts of refunds claimed and paid. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as an identification number. Its use is not compulsory. ***Class of Individuals:*** Members of the public who have filed a claim for the fuel tax rebate, applied for a bulk permit or applied to be a registered vendor. ***Purpose:*** The banks exists for the purpose of payment to members of the general public making applications under the Excise Tax Act for rebate of a portion of the federal sales tax paid on gasoline and diesel fuel purchased for off-highway use in certain activities specified by the Excise Tax Act. ***Retention and Disposal Standards:*** Claims are retained for a period of seven years then destroyed. ***PAC Number:*** 80-022, 82-012 ***Related to PR#:***

RC RGO 055 ***TBS Registration:*** 000015 ***Bank Number:*** RC PPU 057

Requests for Refund of Federal Excise Tax on Gasoline by Registered Persons or Organizations
Description: Data include information about each claimant. Included are claimant's name, registered charities or athletic association's names, address, telephone number, tax registration number, employer's Corporation Account (CORPAC) issued by Canada Customs and Revenue Agency Account number where applicable, claimant's status and type, official language preference for corresponding with the Department and information about amount of refund claimed and paid. ***Class of Individuals:*** Handicapped persons medically certified, to the extent that public transportation is hazardous to their health; Canadian Charitable Organizations or Canadian Amateur Athletic Associations registered with Canada Customs and Revenue Agency who have filed a claim for a gasoline tax refund. This file include both personal and corporate information. ***Purpose:*** This bank exists for the purpose of refunding individuals or registered bodies making application under the Excise Tax Act, the federal excise tax paid on gasoline. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds, and may be used to inspect claimant's receipts and supporting documents related to such claims. ***Retention and Disposal Standards:*** Each claim is retained for a period of seven years and then destroyed. ***PAC Number:*** 80-022, 82-012 ***Related to PR#:*** RC RGO 050 ***TBS Registration:*** 003149 ***Bank Number:*** RC PPU 051

♦ Verification, Enforcement and Compliance Research Branch

Detection and Investigations
Description: The Information held in this bank consists of narrative investigation reports which describe the information that has led to enforcement action and the subsequent steps taken. Coverage is restricted to persons and/or companies suspected of having committed infractions. This bank is automated and managed by compute software programs name AIMS and CINOS. ***Class of Individuals:*** Persons who have been involved in non-compliance, tax avoidance, tax evasion and fraud with respect to the under the Excise Tax Act, Excise Act, the Income Tax Act, the Customs Act and other related legislation. ***Purpose:*** The purpose of this bank is to maintain records pertinent to the enforcement and the administration of the Excise Tax Act, Excise Act, Income Tax Act, the Customs Act and other related laws. ***Consistent Uses:*** The information is used primarily to investigate potential alleged or known violations of the Excise Tax Act, Excise Act, Income Tax Act, the Customs Act and other related laws. Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the enforcement and administration of the Goods and Services Tax. ***Retention and Disposal Standards:*** Investigations reports relating to the Customs Act and other customs related laws are retained for ten years and then destroyed. Investigation reports relating to the Excise Tax Act, the Excise Act and Income Tax Act are retained for seven years after the latest of the date the case is closed or all appeal periods have expired. All other information collection for the purpose of the Excise Tax Act, the Excise Act and Income Tax Act, is retained for up to eight years and then destroyed. This bank now contains the information from RC PPU 021 of the Customs and Trade Administration Branch. ***PAC Number:*** 80-022 ***Related to PR#:*** RC VEC 136 ***TBS Registration:*** 002752 ***Bank Number:*** RC PPU 095

Non-Compliance Identification Research Data

Description: This bank contains information relating to financial transactions of individuals, including names and addresses. It is used to assist in audit, investigative and other compliance actions taken under the Income Tax Act. ***Class of Individuals:*** Taxpayers. ***Purpose:*** The purpose is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income. The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, provincial sales tax, property assessments, vehicle registries, municipal building permits, business licences, and business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services. When the information described above is first collected, it is included in the Class of Personal Information described subsequently in this part of the Personal Information Index. Once organized for a compliance action, this personal information becomes part of this bank and is normally retrievable by name and some other personal identifier. Some of the information in this bank may subsequently be transferred to other established personal information banks. Access will not be permitted without the necessary authority and/or adequate proof of identification including a Social Insurance Number and signature. ***Retention and Disposal Standards:*** The retention period varies according to the record schedules of the general subject files in which they are stored. ***Related to PR#:*** RC VEC181 ***TBS Registration:*** 003542 ***Bank Number:*** RC PPU 025

NR4 Summary and Supplementary – Non-Resident Information Returns

Description: This bank contains information returns, i.e. NR4, NR-601, NR-602, and undertakings to file income tax returns by non-residents receiving rents from real property or receiving a timber royalty, i.e. NR-6, and documents to support an assessment notice to the Canadian payer or the non-resident recipient. Access will not be permitted without the necessary authorization and/or adequate proof of identification including a Social Insurance Number or Foreign Social Security Number and signature. ***Class of Individuals:*** Canadian payers making payments to non-resident beneficial owners of investment type income in Canada, including pensions, annuities and similar payments. ***Purpose:*** The purpose of this bank is to maintain information returns filed by Canadian payers or disbursing agents who report income aggregating ten dollars or more, paid, credited or distributed to non-residents of Canada, which are taxable/non-taxable under Part XIII of the Income Tax Act. ***Consistent Uses:*** These records are also used for the purpose of verification of and compliance with the administrative requirements of Part XIII of the Income Tax Act. ***Retention and Disposal Standards:*** Records are maintained for a period of three years (current year and two preceding years). ***Related to PR#:*** RC VEC 189 ***TBS Registration:*** 002019 ***Bank Number:*** RC PPU 065

T4A-NR Summary and Supplementary – Information Returns

Description: This bank contains information returns, i.e. T4A-NR, and documents to support an assessment notice to the canadian payer or the non-resident recipient. Access will not be permitted without the necessary authorization and/or adequate proof of identification including a Social Insurance Security Number (or Foreign Social Security Number) and signature. ***Class of Individuals:*** Canadian payers (or non-resident payers) making payments to non-residents in receipt of income for services provide in Canada. ***Purpose:*** The purpose of this bank is to maintain information returns filed by Canadian or non-resident payers who report income paid to non-residents of Canada, which are subject to the withholding tax under Regulation 105 of the Income Tax Act. ***Consistent Uses:*** These records are also used for the purpose of verification and compliance with the administrative requirements of Part I of the Income Tax Act. ***Retention and Disposal Standards:*** Records are maintained for a period of three years (current year and two preceding years). ***TBS Registration:*** 003998 ***Bank Number:*** RC PPU 097

Tax Avoidance Cases

Description: This bank contains information relating to taxpayers involved in arrangements which were examined or are under examination to determine if tax was avoided. Records of the status of active examinations and the results of completed cases are included. Access will not be permitted without the necessary authority and/or adequate proof of identification, including a Social Insurance Number and signature. ***Class of Individuals:*** Taxpayers who are or have been under examination for tax avoidance. ***Purpose:*** The information is obtained to identify and examine tax avoidance arrangements and to take remedial action as required, by reassessment under the existing law, by recommending amendments to the law, or by recommending changes in administrative procedures and practices. ***Retention and Disposal Standards:*** Records are maintained for three years after the case is closed or expiration of all appeal periods, whichever is later. ***Related to PR#:*** RC VEC 256 ***TBS Registration:*** 002016 ***Bank Number:*** RC PPU 035

Tax Evasion Cases

Description: This information bank contains information relating to the personal and financial characteristics of taxpayers who are, or have been, under investigation for tax evasion. Records of the status of active investigations, completed cases and their results, current investigative projects, and records of individuals whose files have been referred for application of a penalty under subsection 163(1) of the Income Tax Act are included. ***Class of Individuals:*** Taxpayers who are or have been under investigation for tax evasion. ***Purpose:*** The bank is maintained in order to investigate cases of tax evasion. ***Retention and Disposal Standards:*** The headquarters records in this bank are maintained for seven years after the latest of the date the case was closed or after the expiration of all appeal periods, whichever is later; the tax services office records are maintained for ten years. ***TBS Registration:*** 002015 ***Bank Number:*** RC PPU 030

Taxation Competent Authority Cases

Description: Competent Authority Cases are records of negotiations with foreign countries with respect to double taxation. These files contain information provided by the foreign country, taxation, the taxpayer and/or his agent. Access will be provided upon proof of identification including name, address and Social Insurance Number and/or, in the case of a representative, proof of authorization. ***Class of Individuals:*** Individuals subjected to actual or potential double taxation, related individuals and certain unrelated individuals used for comparative purposes. ***Purpose:*** The information is compiled to discuss and resolve competent authority cases. ***Consistent Uses:*** Information may be used to deal with similar and comparable cases. Information may be disclosed to foreign or provincial governments to the extent that it is relevant in dealing with a particular taxpayer's double tax problem. ***Retention and Disposal Standards:*** Records in this bank are retained for ten calendar years. ***Related to PR#:*** RC VEC 261 ***TBS Registration:*** 002021 ***Bank Number:*** RC PPU 085

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- Support Staff - Tax

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- Audit Techniques Guidelines Related To The Oil And Gas (Marketing)
- Audit Techniques Guidelines Related To The Oil And Gas Industry (Refining)
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- Preparation of the Auditor's Report
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- Special Investigation
- Supervisor Instructions
- Tax Avoidance

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and services may be directed to:

Canada Customs and Revenue Agency
Communications Branch
3rd Floor, 123 Slater Street
Ottawa, Ontario
K1A 0L8

(613) 957-8523

Reading Room

In accordance with the Access to Information Act, Canada Customs and Revenue Agency, has established public reading rooms, they can be found at different locations across Canada.

They are opened to the public (Monday through Friday – 08: 15 to 17: 00) and contain copies of Taxation Operations Manuals, Information Circulars, Interpretations Bulletins, the Access to Information and Privacy Acts, InfoSource and request forms. Reading rooms attendants are available to help individuals seeking information and to complete the request forms.

Atlantic Region

Charlottetown Tax Services Office
94 Euston Street
Charlottetown, P.E.I.
C1A 8L3

Halifax Tax Services Office
1256 Barrington Street
Halifax, Nova Scotia
B3J 2T5

Saint John Tax Services Office
126 Prince William Street
Saint John, New Brunswick
E2L 4H9

St. John's Tax Services Office
Sir Humphrey Gilbert Building
2nd Floor
165 Duckworth Street
St. John's, Newfoundland
A1C 5X6

Quebec Region

Laval Tax Services Office
3131 St. Martin Blvd. West
Laval, Quebec
H7T 2A7

Montréal Tax Services Office
305 René-Lévesque Blvd. West
Montréal, Quebec
H2Y 1A6

Québec Tax Services Office
165 de la Pointe-aux-Lièvres Street South
Québec, Quebec
G1K 7L4

Rouyn Tax Services Office
44 Ave. du Lac
Rouyn-Noranda, Quebec
J9X 6Z9

Sherbrooke Tax Services Office
50 Place de la Cité
Sherbrooke, Quebec
J1H 5L8

Shawinigan Tax Centre
4695 - 12th Avenue
Shawinigan-Sud, Quebec
G9N 7S6

Jonquière Tax Centre
2251 René-Lévesque Blvd.
Jonquière, Quebec
G7S 5J1

Customs Regional Coordinator - Quebec City
130 Dalhousie Street
Québec, Quebec
G1K 7P6

Northern Ontario Region

Belleville Tax Services Office
11 Station Street
Belleville, Ontario
K8N 2S3

Sudbury Tax Services Office
1050 Notre-Dame Avenue
Sudbury, Ontario
P3A 5C1

Ottawa Tax Centre
875 Heron Road
Ottawa, Ontario
K1A 0L5

Southern Ontario Region

Kitchener/Waterloo Tax Services Office
166 Frederick Street
Kitchener, Ontario
N2G 4N1

St. Catharines Tax Services Office
32 Church Street
St. Catharines, Ontario
L2R 3B9

Toronto Centre Tax Services Office
6th Floor West
36 Adelaide Street East
Toronto, Ontario
M5C 1J7

Toronto North Tax Services Office
5001 Yonge Street
North York, Ontario
M3N 6P6

Toronto West Tax Services Office
77 City Centre Drive
Mississauga, Ontario
L5A 4E9

Windsor Tax Services Office
185 Ouellette Avenue
Windsor, Ontario
N9A 7G7

Prairies Region

Calgary Tax Services Office
720 Harry Hays Building
220 - 4th Avenue South East
Calgary, Alberta
T2G 0L1

Edmonton Tax Services Office
Suite 10, Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C8

Regina Tax Services Office
1955 Smith Street
Regina, Saskatchewan
S4P 2N9

Saskatoon Tax Services Office
340 - 3rd Avenue North
Saskatoon, Saskatchewan
S7K 0A8

Winnipeg Tax Services Office
325 Broadway Avenue
Winnipeg, Manitoba
R3C 2W2

Pacific Region

Northern B.C. & Yukon Tax Services Office
280 Victoria Street
Prince George, British Columbia
V2L 4X3

Southern Interior B.C. Tax Services Office
277 Winnipeg Street
Penticton, British Columbia
V2A 1N6

Vancouver Island Tax Services Office
1415 Vancouver Street
Victoria, British Columbia
V8W 1X3

Vancouver Tax Services Office
1166 West Pender Street
Vancouver, British Columbia
V6E 3H8

Surrey Tax Centre
9755 King George Highway
Surrey, British Columbia
V3T 3E1

Customs Border Services
333 Dunsmuir Street
Vancouver, British Columbia
V6B 5R4

Canada Deposit Insurance Corporation
Chapter 10

General Information

Background
The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the Canada Deposit Insurance Corporation Act. The Corporation's primary role is to provide, for the benefit of persons having deposits in a bank, trust or loan company, insurance against the loss of all or part of their deposits to a maximum of $60,000 in the event of the failure of the member institution concerned. The definition of "deposit" may be summarized as moneys received by a member institution which it is obligated to repay on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or repayable in foreign currency are not insured. In the furtherance of its main function, the Corporation may, amongst other powers, acquire assets from, or make or guarantee loans or deposits to a member institution for the purpose of averting or reducing a threatened loss to the Corporation.

Responsibilities
The Corporation's primary role is set out above. The Corporation's secondary role includes examining the affairs of member institutions in order to obtain information for deposit insurance purposes (under legislation, the examination of member institutions is the responsibility of the Office of the Superintendent of Financial Institutions); acting as lender of last resort to provide short-term liquidation loans under specified authority; managing the acquired assets of member institutions ; and reducing the risk of loss to the Corporation by guaranteeing loans or deposits with a member institution. In addition, the Corporation acts as curator of a bank, or liquidator or receiver of a member institution, and manages, monitors and invests a deposit insurance fund and other funds accumulated from the operations of the Corporation.

Legislation
- Canada Deposit Insurance Corporation Act
- CDIC Application for Deposit Insurance By-law
- CDIC Capital Management Standards By-law
- CDIC Credit Risk Management Standards By-law
- CDIC Deposit Insurance Information By-Law
- CDIC Deposit Insurance Policy By-law
- CDIC Discretionary Interest By-law
- CDIC Foreign Exchange Risk Management Standards By-law
- CDIC General By-law
- CDIC Interest Rate Risk Management Standards By-law
- CDIC Internal Control Standards By-law
- CDIC Joint and Trust Account Disclosure By-law
- CDIC Liquidity Management Standards By-law
- CDIC Prescribed Practices Premium Surcharge By-law
- CDIC Real Estate Appraisals Standards By-law
- CDIC Securities Portfolio Management Standards By-law

Organization
♦ Audit and Consulting Services
This division is responsible for an independent examination and review of internal controls, policies and procedures; systems and practices; their application; and the extent to which they protect the interests of the Corporation. The internal auditor develops and maintains this function in accordance with provisions related to Crown corporations as outlined in the Financial Administration Act.

♦ Corporate Services
This division is composed of three departments: Human Resources, Information Systems, and Communications and Public Affairs. Internally, the division provides the diverse services, tools and environment necessary for Corporation staff to effectively and efficiently carry out their duties. Externally, the division provides specialized services to government, member institutions and the general public (e.g., 1- 800 information lines, public awareness activities, payout support).

♦ Field Operations – Intervention Division
The primary functions of this division are to develop systems and procedures for the conduct of interventions and to manage the operations of a number of member accounts.

♦ Finance Division
The Finance Division is responsible for the accounting, planning and treasury activities of the Corporation.

♦ Insurance and Risk Assessment Division
The main responsibility of this division is the effective operation of the insurance, member relations and risk assessment functions of the Corporation. The division is also responsible for developing and establishing standards of sound business and financial practices, and determining practices that warrant a premium increase.

♦ Legal Division

This division is responsible for providing legal counsel and advice in all legal matters affecting the Corporation. It also performs administrative duties assigned to it by the Board of Directors.

Information Holdings

Program Records

Enquiries
Description: This program record includes correspondence relating to enquiries and queries from depositors or the general public. ***Topics:*** Generally related to deposit insurance limits and insurability of deposits. ***Program Record Number:*** CDI PRH 055

Member Institutions – Intervention
Description: This program record pertains to the intervention required when a member institution becomes insolvent, i.e., appointment of agents, wind-up process, payments to depositors, liquidation of assets and final dissolution. ***Topics:*** Agreements; disposal of assets; financial statements; loans; litigation; meetings; payments to depositors; and reports. ***Program Record Number:*** CDI FOI 050

Member Institutions – Monitoring
Description: This program record includes subjects relating to the monitoring of operations of members and the assessment of risk to the Corporation. ***Topics:*** Complaints; financial statements; regulatory reports; and the use of marks and signs in advertisements and on investment instruments. ***Program Record Number:*** CDI IRA 045

Member Institutions – Relations
Description: This program record includes subjects relating to the ongoing relations with members, the monitoring of the financial status of members and, in the case of members in financial difficulty, the investigation of alternatives to liquidation, i.e., liquidity loans, mergers, changes in management, etc. ***Topics:*** Applications for membership; policies and certificates of membership; borrowing and lending guidelines; premium administration; and regulatory reports. ***Program Record Number:*** CDI IRA 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Training and Development

Utilities

Personal Information Banks

Applications for Employment
Description: This bank serves as a reference for any applications received from individuals seeking employment with the Canada Deposit Insurance Corporation. These requests usually consist of a letter and an attached curriculum vitae. ***Class of Individuals:*** Individuals seeking employment with the Canada Deposit Insurance Corporation. ***Purpose:*** These applications are considered as positions become vacant. Information is compiled so that it can be referred to when considering a candidate for a vacated position. ***Consistent Uses:*** The bank is also used to store information on these individuals. ***Retention and Disposal Standards:*** The records are retained for two years and are then destroyed. Unsolicited ones are kept six months and are then destroyed. ***TBS Registration:*** 002292 ***Bank Number:*** CDI PPU 015

Payments to Depositors
Description: This bank contains records of payments to insured depositors. ***Class of Individuals:*** The information relates to depositors of insolvent member institutions. ***Purpose:*** The purpose of this bank is to keep a record of payments made to insured depositors. ***Consistent Uses:*** This bank is also used to support payments made to depositors of insolvent members. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***TBS Registration:*** 003651 ***Bank Number:*** CDI PPU 005

Personal Services Contracts
Description: This bank contains contracts placed with the Canada Deposit Insurance Corporation, types of services rendered, lengths of contracts and money expended. The bank contains the contracts and supporting documents. ***Class of Individuals:*** Individuals hired under the personal contracts by the Corporation. ***Purpose:*** The bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** The disposal criteria for this bank are to be established. ***TBS Registration:*** 002291 ***Bank Number:*** CDI PPU 010

Manuals

- Management Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation may be directed to:

Communications and Public Affairs
Canada Deposit Insurance Corporation
17th Floor, 50 O'Connor Street
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5

(613) 996-2081

Reading Room

In accordance with the Access to Information Act, a reading room is available. The address is:

Canada Deposit Insurance Corporation
17th Floor, 50 O'Connor Street
Ottawa, Ontario

Canada Economic Development for Quebec Regions

Chapter 11

General Information

Background

Under the order adopted on February 13, 1998, Economic Development Agency of Canada for the Regions of Quebec became the new name of the organization formerly known as the Federal Office of Regional Development (Quebec), or FORD(Q). FORD(Q) was created in June 1991, and has been part of the Industry Portfolio since January 1996.

Responsibilities

Under the Department of Industry Act, the objective of Canada Economic Development for the Regions of Quebec is to promote economic development in areas of Quebec where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate, to emphasize on long-term economic development and sustainable employment and income creation and to focus on small-and medium-sized enterprises and the development and enhancement of entrepreneurial talent.

Legislation

- Atlantic Enterprise Loan Insurance Regulations with regard to projects in the Province of Quebec (P.C. 1986 1107, P.C. 1991 1114, P.C. 1993 1671)
- Department of Industry Act regarding regional economic development in the Province of Quebec (P.C. 1995 1536, P.C. 1995 1537)
- Enterprise Development Regulations with regard to contributions and projects in the Province of Quebec (C.R.C. 1969 P.C. 1991 1113, P.C. 1993 1671)
- Industrial and Regional Development Act regarding activities in the Province of Quebec (P.C. 1991 1118, P.C. (1993 1671)
- Small Business Loans Act (P.C. 1991-1116, 1993-1671)
- Special Areas Act regarding activities in the Province of Quebec (P.C. 1991 1118, P.C. 1993 1671)

Organization

As member of the Industry Portfolio, Canada Economic Development reports to the Minister of Industry Canada. A Secretary of State assumes the Agency's responsibilities for the economic development of the regions of Quebec.

Canada Economic Development for the Regions of Quebec is headquartered in Montréal and has a network of 13 regional business offices in various regions of Quebec, as well as a virtual office on the web site.

The Executive Assistant and Ministerial Advisor, Assistant Deputy Minister, Operations, Assistant Deputy Minister, Strategy and Liaison, Director General, Communications, Director General, Resource Management and Director, Legal Services, report to the Deputy Minister.

Deputy Minister

The Deputy Minister is responsible, on behalf of the Minister, for the day-to-day management of the Agency. He also supports and contributes to collective management of the government. He acts as senior policy advisor for the Minister and the government, and is assisted in his activities by the Executive Assistant and Ministerial Advisor, who serves as a co-ordinator in support of senior management. The Executive Assistant and Ministerial Advisor heads the Corporate Secretariat, which is responsible for document management, ministerial correspondence, parliamentary relations and enforcement of the Access to Information Act and the Privacy Act.

Operations

The Assistant Deputy Minister, Operations, is responsible for program development and the delivery of all Agency products and services, as well as for negotiating and managing partnership agreements with other federal departments and outside organizations, such as financial institutions. He is in charge of implementing agreements with the Quebec government, including the Infrastructure Agreement and the Agreement on the Temporary Economic Reconstruction Program. The Assistant Deputy Minister, Operations, heads the Strategic Initiatives and Product Development Branch, the Regional Operations Branch and a network of 13 business offices throughout Quebec.

The regional offices, located in various parts of Quebec, are nerve centres for the delivery of the programs and services of Canada Economic Development for the Regions of Quebec. They play an active role in establishing the Agency's priorities and approaches and in adjusting programs and services to the local situation. Regional teams represent the Agency with local organizations and hold consultations with the community. They also enable the Government of Canada to publicize its policies and its activities with regard to the economic development of the regions.

Strategy and Liaison

The Assistant Deputy Minister, Strategy and Liaison, is responsible for defining the Agency's strategic

orientations, carrying out the necessary socio-economic studies, providing the Agency's input to the creation of national policy, promoting Quebec regional interests at the federal level, maintaining the quality system, the performance measurement and managing information. He administers three operational entities: the Policy and Advocacy Branch, located in Hull, the Planning and Strategic Orientations Branch and the Information Management Branch.

Communications

The Communications Branch is responsible for developing and implementing a communication program to inform the public of the Agency's contribution and, in the case of special mandates, the Government of Canada's contribution, to the economic development of the regions of Quebec.

Resource Management

The Resource Management Branch (human, financial and administrative resources) is responsible for creating programs and policies and delivering strategic and corporate services in all areas related to the management of resources. The Branch participates in implementing the Expenditure Management System, controlling revenues and expenditures and drawing up financial policies, procedures and systems. It ensures liaison with the Office of the Auditor General of Canada, the Treasury Board Secretariat and the Public Service Commission. Lastly, it is responsible for management of administrative and real property services, government contracts and purchasing.

Legal Services

The Legal Services Branch provides legal assistance and opinion relevant to Agency activities. More specifically, Legal Services activities focus on commercial law and its impact on public law. The Branch also provides litigation support services.

Information Holdings

Program Records

Access to Information and Privacy
Description: Policy and guidelines on Access and Privacy; statistical data and other information. ***Topics:*** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence. ***Access:*** Files arranged by subject. ***Program Record Number:*** CED CED 005

Analysis of policies, programs and projects
Description: Subjects related to the policies, programs and projects of the various federal bodies and departments likely to have an impact on economic and regional development in Quebec. ***Topics:*** Agriculture and Agri-Food Canada, Canadian Space Agency, Communications Canada, Treasury Board, Human Resources Development Canada, Environment Canada, Finance Canada, Industry Canada, Canadian Heritage, Fisheries and Oceans Canada, Natural Resources Canada, Transport Canada, etc. ***Access:*** By subject ***Program Record Number:*** CED SEC 005

Canada-Quebec Economic and Regional Development Agreement and Related Agreements
Description: Subjects related to the regional and economic development initiatives carried out by Canada Economic Development and other departments concerned with regional and economic development in Quebec, and the resultant subsidiary agreements. ***Topics:*** Economic and Regional Development Agreement (ERDA), subsidiary agreements and consultation and harmonization agreements. ***Access:*** By subject. ***Program Record Number:*** CED SL 050

Communications
Description: Subjects pertaining to major issues for Canada Economic Development promotional and advertising plans, promotion and public relations program records. ***Topics:*** Communications in general; publications; news clippings; press releases; speeches; audiovisual material; exhibitions. ***Access:*** By subject. ***Program Record Number:*** CED COM 005

Economic Analysis
Description: Subjects related to the economic situation and trends in Quebec and its regions, key economic development sectors and the main challenges the Quebec economy will have to face in the future. ***Topics:*** Quebec community profiles; report on the Quebec economy; economy of the Regions; research and development; innovation. ***Access:*** By subject. ***Program Record Number:*** CED SL 040

Free Trade
Description: Files related to international trade liberalization agreements (GATT-WTO, NAFTA) as well as to the elimination of inter-provincial trade barriers within Canada (domestic trade). Their impact on the economy and on Quebec regional development is analyzed. ***Topics:*** GATT-WTO NAFTA, domestic trade barriers. ***Access:*** By subject. ***Program Record Number:*** CED SL 020

General
Description: Subjects related to meetings, committees and task forces concerning federal procurement. ***Topics:*** minutes, agendas, files. ***Access:*** By subject. ***Program Record Number:*** CED SL 015

International Relations
Description: Files pertaining to Canada Economic Development relations with international bodies which, in the course of their activities, operate explicitly in the field of regional development, (OECD, CEC, etc.). ***Topics:*** Includes topics related to regional development originating in both the public and the private sectors in Canada, OECD, etc. ***Access:*** By subject. ***Program Record Number:*** CED SL 030

Policy Analysis
Description: Subjects related to Cabinet Committee decisions on economic and social union, strategic analysis of a political and economic nature, information and notes to the Minister for Cabinet meetings, analysis of policies proposed by various federal departments, and existing federal policies and programs, particularly from the standpoint of their impact on Quebec economic. ***Topics:*** Impact of federal policies and programs on economic development in Quebec. ***Access:*** By subject. ***Program Record Number:*** CED SL 055

Policy Development
Description: Subjects related to options open to the Minister responsible for Canada Economic Development with regard to the Government of Canada's regional development strategy in Quebec, the preparation of resulting policies and programs, and the establishment of funding options for initiatives under the strategy in question. ***Topics:*** Federal participation in regional development assistance programs; federal regional development strategy in Quebec in the short and medium term. ***Access:*** By subject. ***Program Record Number:*** CED SL 035

Program Evaluation
Description: Subjects relating to evaluation of the effectiveness, efficiency, strengths, weaknesses and validity of federal regional development programs in Quebec, and lessons to be learned from them. ***Topics:*** Evaluation report on Canada Economic Development regional development assistance programs. ***Access:*** By subject. ***Program Record Number:*** CED SL 045

Promotion of International Trade
Description: Subjects related to the promotion of exports, market activities and investment outside Quebec that could benefit the Quebec economy, especially small- and medium-sized businesses in the context of the globalization and continental regionalization of markets. ***Topics:*** Technology transfer, foreign markets, etc. ***Access:*** By subject. ***Program Record Number:*** CED SL 025

Regional and Industrial Spinoffs
Description: Subjects related to the industrial and regional spinoffs from major government projects and other major government acquisitions that could have an impact on regional and economic development in Quebec. ***Topics:*** Major government projects and other major acquisitions, federal policy on industrial and regional spinoffs. ***Access:*** By subject. ***Program Record Number:*** CED SL 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Audits

Budgets

Buildings and Properties

Equipment and Supplies

Finance

Furniture and Furnishings

Office Appliances

Procurement

Salaries and Wages

Vehicles

Personal Information Banks

Access to Information Act and Privacy Act requests
Description: This file contains access to information and privacy requests sent by individuals under the two Acts, the replies to such requests, and information related to their processing. ***Class of Individuals:*** Individuals requesting access to Canada Economic Development records under the two Acts. ***Purpose:*** The purpose of this file is to process and retain access to information requests and to produce reports on the administration of the two Acts. ***Consistent Uses:*** Contents of this file may be disclosed to the Access to Information and Privacy Commissioners during the investigation of complaints from individuals requesting information. ***Retention and Disposal Standards:*** Records are retained for two years from the date of the last administrative action, after which they are destroyed. ***TBS Registration:*** 3225 ***Bank Number:*** CED PPU 005

Assistance Program for Disadvantaged Areas (APDA)
Description: This bank contains project applications for funding assistance under the APDA. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance

under the APDA, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3233 ***Bank Number:*** CED PPU 045

Assistance Program for Industrial Infrastructure (APII)
Description: This bank contains project applications for funding assistance under the APII. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Municipalities and regional county municipalities (RCMs) submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APII, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3249 ***Bank Number:*** CED PPU 095

Assistance Program for Major Regional Facilities (APMRF)
Description: This bank contains project applications for funding assistance under the APMRF. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Non-profit organizations, municipalities, intermunicipal boards, regional county municipalities (RCMs) and federal or provincial parapublic agencies submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APMRF, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3248 ***Bank Number:*** CED PPU 090

Assistance Program for Research Establishments (APRE)
Description: This bank contains project applications for funding assistance under the APRE. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the APRE, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3232 ***Bank Number:*** CED PPU 040

Assistance Program for Tourist Attractions and Infrastructure (APTAI)
Description: This bank contains project applications for funding assistance under the APTAI projects. These applications consist of the description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Municipal agencies and non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APTAI projects, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3250 ***Bank Number:*** CED PPU 100

Canada/Quebec Subsidiary Agreement on Tourism Development
Description: This bank contains project applications for funding assistance under the Canada/Quebec Subsidiary Agreement on Tourism Development. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Touristic enterprises submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain record of all requests and inquiries about funding assistance under the Canada/Quebec Subsidiary Agreement on Tourism Development for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last

administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3230 ***Bank Number:*** CED PPU 030

Economic Recovery Assistance Program (ERAP)
Description: This bank contains project applications for funding assistance under the ERAP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** SMEs in the commercial, manufacturing, tourism and service sectors, including cooperatives, independent workers maintaining separate accounting records for their commercial activity submitting applications for Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the ERAP program, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 4138 ***Bank Number:*** CED PPU 140

Enterprise Development Program (EDP)
Description: This bank contains project applications for funding assistance under the EDP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Manufacturing, commercial and non-commercial businesses submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the EDP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3243 ***Bank Number:*** CED PPU 065

Federal Procurement Assistance Program (FPAP)
Description: This bank contains project applications for funding assistance under the FPAP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial businesses submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the FPAP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3240 ***Bank Number:*** CED PPU 050

Housing Program for Southwest Montreal (HPSM)
Description: This bank contains project applications for funding assistance under the HPSM. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the HPSM, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3251 ***Bank Number:*** CED PPU 105

IDEA-SME Program
Description: This bank contains project applications for funding assistance under the IDEA-SME Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial and non-commercial businesses, non-profit organizations, businesses in the manufacturing and processing sectors, municipalities and other institutions, intermunicipal boards, regional county municipalities (RCMs), parapublic institutions and municipal organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the IDEA-SME program, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3774 ***Bank Number:*** CED PPU 130

Industrial Recovery Program for East End Montreal (IRPEEM)
Description: This bank contains project applications for funding assistance under the IRPEEM. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial businesses submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the IRPEEM, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3244 ***Bank Number:*** CED PPU 070

Industrial Recovery Program for Southwest Montreal (IRPSM)
Description: This bank contains project applications for funding assistance under the IRPSM. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the IRPSM, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3245 ***Bank Number:*** CED PPU 075

Innovation Assistance Program (IAP)
Description: This bank contains project applications for funding assistance under the IAP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial businesses submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the IAP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3231 ***Bank Number:*** CED PPU 035

Manufacturing Productivity Improvement Program (MPIP)
Description: This bank contains project applications for funding assistance under the MPIP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial businesses submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the MPIP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3246 ***Bank Number:*** CED PPU 080

Montreal Development Fund Program (MDFP)
Description: This bank contains project applications for funding assistance under the MDFP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial and non-commercial businesses and other organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the MDFP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3252 ***Bank Number:*** CED PPU 110

Personnel Services Contracts
Description: This data bank contains information on contract proposals, the nature of the services provided, contract length, amounts spent and the contracts themselves with the appropriate support documents. ***Class of Individuals:*** Persons hired by the Canada Economic Development under temporary service contracts. ***Purpose:*** The information was compiled to keep accounts, reference data and statistics. ***Retention***

and Disposal Standards: The records are retained for a one-year period following the end of the contracts and destroyed thereafter. ***TBS Registration:*** 3227 ***Bank Number:*** CED PPU 015

Regional Development Program for Quebec (RDPQ)
Description: This bank contains project applications for funding assistance under the RDPQ. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial and non-commercial businesses, municipalities and other institutions submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the RDPQ, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3458 ***Bank Number:*** CED PPU 125

Regional Strategic Initiatives Program (RSIP)
Description: This bank contains project applications for funding assistance under the RSIP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial and non-commercial businesses, non-profit organizations, other institutions or organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the RSIP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 4139 ***Bank Number:*** CED PPU 145

Salmon Economic Development Program (SEDP)
Description: This bank contains project applications for funding assistance under the SEDP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the SEDP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3242 ***Bank Number:*** CED PPU 060

Service procurement contracts
Description: This file contains information on the procure of services in accordance with Treasury Board policies and directives as well as internal directive. ***Class of Individuals:*** Persons hired by service contract with Canada Economic Development, either in Montréal or in the Regional Offices. ***Purpose:*** This bank contains information essential for contract management, monetary disbursements, collection of accounts receivable and Canada Economic Development administrative and account activities. Moreover, this bank facilitates the selection, verification and evaluation of consultants. ***Retention and Disposal Standards:*** The records are retained for a year period and destroyed thereafter. ***TBS Registration:*** 3226 ***Bank Number:*** CED PPU 010

Special Assistance Program for the Development of the Montreal Region (APDM)
Description: This bank contains project applications for funding assistance under the APDM. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APDM, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3253 ***Bank Number:*** CED PPU 115

Support Program for Fashion Design (SPFD)
Description: This bank contains project applications for funding assistance under the SPFD. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development.

Purpose: The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the SPFD, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3241 ***Bank Number:*** CED PPU 055

Support Program for Regional Development Activities (SPRDA)
Description: This bank contains project applications for funding assistance under the SPRDA. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Commercial and non-commercial businesses submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the SPRDA, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3459 ***Bank Number:*** CED PPU 120

Support Program for Technology Development Assistance Centres (SPTDAC)
Description: This bank contains project applications for funding assistance under the SPTDAC. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Non-profit organizations submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the SPTDAC, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 3247 ***Bank Number:*** CED PPU 085

Temporary Economic Reconstruction Program (TERP)
Description: This bank contains project applications for funding assistance under the TERP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. ***Class of Individuals:*** Farm operations, non-profit organizations, tourism undertakings, outfitting operations and controlled harvesting zones (ZECs), snowmobile trails, manufacturing and commercial businesses, undertakings and environmental industrial infrastructure submitting applications for funding assistance from Canada Economic Development. ***Purpose:*** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the TERP, for assessment, recommendation and implementation by Canada Economic Development officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***TBS Registration:*** 4137 ***Bank Number:*** CED PPU 135

Classes of Personal Information

In the course of Canada Economic Development programs and activities, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form in Canada Economic Development files, and is stored in the general subject files, which are not normally retrieved by the name of the individual or other personal identifier. This type of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, and the date on which the information was received by Canada Economic Development and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period of time as the related subject information and disposed of according to the appropriate records schedules.

Manuals

- Access to Information Act and Privacy Act
- Administrative Policy
- Approval and signing authority for Human Resources
- Corporate policy on Human Resources
- Document Classification
- Financial Administration
- Guide to Program Administration
- Health and Safety
- Memorandum to Cabinet
- Personnel Management
- Submission to Treasury Board and Governor in Council

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Canada Business Service Centre (CBSC) Initiative was introduced to provide Canadian firms with easier access to a wide range of information on government services, programs and regulations. There are currently 34 federal business departments and agencies participating in this initiative, as well as other levels of government and non-governmental organizations.

Three regional development agencies and Industry Canada (IC) are designated as federal managing partners and are responsible for the development and management of the CBSCs in their areas.

Currently there are twelve CBSC centres, one in every province, the Northwest Territories and the Yukon. The participants and designated federal managing partners who are responsible for the development and management of the CBSCs vary from province to province. Western Economic Diversification (WD) manages the centres in British Columbia, Alberta, Saskatchewan and Manitoba. Industry Canada manages the centres in Ontario, the Yukon and the Northwest Territories. The Canada Economic Development Agency for Quebec Regions (CED) manages the Quebec centre. The Atlantic Canada Opportunities Agency (ACOA) manages the centres in Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland.

A national CBSC Secretariat provides centralized support to the network of regional CBSCs and promotes development of the CBSC initiative. The Secretariat is located at Industry Canada. Guidelines for operation of the Secretariat are issued by the Assistant Deputy Ministers' Managing Partners Committee, with representatives from ACOA, WED, IC and CED. It acts as the secretariat for the Managers Operating Committee, the Information Management Committee and the Information Specialists Committee. It also coordinates the dissemination of information from participating federal business departments.

Canada Economic Development and Info entrepreneurs Agreement

The Info entrepreneurs Documentation Centre contains a large number of publications, books, periodicals and government documents and reference works in the fields of regional development, business and commerce.The Centre is open to the general public, the staff of Canada Economic Development and other level of government. The address is:

Info entrepreneurs
Documentation Centre
5 Place Ville-Marie
Plaza Level, South side
Suite 12500
Montréal (Quebec)
H3B 4Y2

Tel: (514) 496-4636
Fax: (514) 496-5934

Request for further information about the Agency and its various programs and functions may be directed to:

Abitibi-Témiscamingue

906, 5th Avenue
Val-d'Or (Quebec)
J9P 1B9

(819) 825-5260
1-800-567-6451

Bas-Saint-Laurent - Gaspésie - Îles-de-la-Madeleine

Édifice Trust général du Canada
2 Saint-Germain Street East
Suite 310
Rimouski (Quebec)
G5L 8T7

(418) 722-3282
1-800-463-9073

Centre-du-Québec

Place du Centre
150 Marchand Street
Suite 502
Drummondville (Quebec)
J2C 4N1

(819) 478-4664
1-800-567-1418

Côte-Nord

701, Laure Boulevard, 2nd Floor
Suite 202B, P.O. Box 698
Sept-Îles (Quebec)
G4R 4K9

(418) 968-3426
1-800-463-1707

Estrie

Place Andrew Paton
65 Belvedere Street North
Suite 240
Sherbrooke (Quebec)
J1H 4A7

(819) 564-5904
1-800-567-6084

Île-de-Montréal

Tour de la Bourse
800 Victoria Square
Suite 3800, P.O. Box 247
Montréal, (Quebec)
H4Z 1E8

(514) 283-2500

Laval - Laurentides - Lanaudière

Tour Triomphe II
2540 Daniel-Johnson Boulevard
Suite 204
Laval (Quebec)
H7T 2S3

(450) 973-6844
1-800-430-6844

Mauricie

Immeuble Bourg du Fleuve
25 des Forges Street
Suite 413
Trois-Rivières (Quebec)
G9A 2G4

(819) 371-5182
1-800-567-8637

Montérégie

Complexe Saint-Charles
1111, Saint-Charles Street West
Suite 411
Longueuil (Quebec)
J4K 5G4

(450) 928-4088
1-800-284-0335

Nord-du-Québec

Tour de la Bourse
800 Victoria Square
Suite 3800, P.O. Box 247
Montréal (Quebec)
H4Z 1E8

(514) 496-7609
1-800-561-0633

Outaouais

259 Saint-Joseph Boulevard
Suite 202
Hull (Quebec)
J8Y 6T1

(819) 994-7442
1-800-561-4353

Québec - Chaudière - Appalaches

John Munn Building
112, Dalhousie Street, 2nd Floor
Québec (Quebec)
G1K 4C1

418) 648-4826
1-800-463-5204

Saguenay - Lac-Saint-Jean

170 Saint-Joseph Street South
Suite 203
Alma (Quebec)
G8B 3E8

(418) 668-30841-800-463-9808

Head Office

Tour de la Bourse
800 Victoria Square
Suite 3800, P.O. Box 247
Montréal (Quebec)
H4Z 1E8

(514) 283-6412

Policy & Advocacy

Place du Portage, Phase II
165 Hôtel-de-Ville Street
P.O. Box 1110, Station B
Hull (Quebec)
J8X 3X5

(819) 994- 0462

Reading Room

Canada Economic Development has designated a space in the Info entrepreneurs premises as a public reading room under the Access to Information Act. The address is:

Info entrepreneurs
5 Place Ville Marie
Plaza Level, South side
Suite 12500
Montréal (Quebec)
H3B 4Y2

Tel: (514) 496-4636
Fax: (514) 496-5934

Canada Industrial Relations Board
Chapter 12

General Information

Background
The original Canada Industrial Relations Board (organized in 1948) was composed of members representing both management and labour appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the Industrial Relations and Disputes Investigation Act.

The Canada Industrial Relations Board was established in its present form in 1972 by the amended Canada Labour Code (R.S.C. 1970, CL-1 as amended by S.C. 1972, c.18) and became effective March 1, 1973. The Board is a quasi-judicial body with statutory and regulatory powers pertaining to the administration of Part I of the Canada Labour Code dealing with industrial relations. The members of the Board are non-representational full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment. In general, Part I of the Canada Labour Code charges the Board with a two-fold responsibility: that of granting, modifying and terminating bargaining rights, and that of resolving, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers.

Under Part II of the Code, the Board must, upon referral of a safety officer's decision, inquire into the circumstances giving rise to the decision and may confirm the decision or give any direction which the safety officer is entitled to give. The Board also rules on complaints by employees that they have been discriminated against or punished for exercising their rights in relation to safety.

Responsibilities
The Board's responsibility is set out above. On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon application, to order employees to return to work in cases of illegal work stoppages and to attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part I of the Code.

Legislation
- Canada Labour Code (Parts I and II)
- Canada Industrial Relations Board Regulations, 1978, SOR 78-499

Organization
The Board has a single program consisting of the administration and interpretation of certain sections of Part I and Part II of the Canada Labour Code. It is supported in this activity by investigation and mediation staff in offices located in Dartmouth, Montreal, Toronto, Winnipeg and Vancouver, as well as at its headquarters in Ottawa.

Information Holdings

Program Records
Acquisition and Termination of Bargaining Rights
Description: Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. ***Topics:*** Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership. ***Program Record Number:*** CLR OPS 005

Change of Terms and Conditions of Employment
Description: Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining. ***Program Record Number:*** CLR OPS 035

Collective Bargaining and Collective Agreements
Description: Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for permission to give the employer notice to begin collective bargaining following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by individuals who, because of religious beliefs, object to joining a trade union or to paying regular union dues to a trade union (The Board may allow an exception for such individuals, directing the amount normally paid for regular union dues

to a registered charity chosen by the employee and the union.); applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. ***Topics:*** Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; religious objections; portion of the public service established as Crown corporation. ***Program Record Number:*** CLR OPS 030

Complaints of Unfair Labour Practice
Description: Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the Canada Labour Code, Part I (Industrial Relations). ***Topics:*** Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge. ***Program Record Number:*** CLR OPS 010

Review and Enforcement of Orders
Description: Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the Board to prosecute an offence under the Canada Labour Code. ***Topics:*** Application for review; filing of Board order in court; consent to prosecute. ***Program Record Number:*** CLR OPS 025

Safety of Employees
Description: Complaints by employees either alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part II of the Canada Labour Code (Refusal to Work because of a Dangerous Situation, or requesting the Board to review a safety officer's decision concerning a refusal to work on grounds of a dangerous situation). ***Program Record Number:*** CLR OPS 020

Unlawful Work Stoppage
Description: Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. ***Topics:*** Applications concerning unlawful strikes; applications in cases of unlawful lockout. ***Program Record Number:*** CLR OPS 015

Personal Information Banks

Religious Objections
Description: This bank contains applications by individuals who, because of religious beliefs, object to joining a trade union or to paying regular union dues to a trade union. The Board may order that a provision in a collective agreement requiring membership in a trade union or the payment of union dues as a condition of employment, not be applied to such employees. ***Class of Individuals:*** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. ***Purpose:*** Personal information is obtained solely for the purpose of determining whether an employee's objections to membership in a trade union are based on true religious convictions. ***Consistent Uses:*** Religious objections may occasionally require a public hearing to determine complex issues which could affect the Board's decision regarding the objections. Such a hearing may result in the publication of a written judgement containing the facts surrounding the application and the Board's reasons for granting, or rejecting, the application. ***Retention and Disposal Standards:*** Simple cases (i.e., those that are withdrawn or settled without the holding of a public hearing) are kept for two years and then destroyed. Other cases are kept by the Board for 10 years, and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** CLR OPS 030 ***TBS Registration:*** 002331 ***Bank Number:*** CLR PPU 015

Termination of Bargaining Rights
Description: This bank contains case files concerning applications for revocation of certifications which grant

bargaining agents (unions) the right to represent employees in collective bargaining with employers in the federal jurisdiction. ***Class of Individuals:*** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. ***Purpose:*** Personal information is obtained solely for the purpose of determining whether an individual is a member of the bargaining unit and therefore entitled to express support for or against his or her bargaining agent. ***Consistent Uses:*** Applications for revocation may occasionally require a public hearing in order to determine complex issues which could affect the Board's decision and may result in the publication of a written judgement which will contain the facts surrounding the application and the Board's reasons for granting or rejecting it. ***Retention and Disposal Standards:*** Files are kept for five years for successful applications and three years for unsuccessful applications, then transferred to the National Archives of Canada for selective retention. Cases which are withdrawn are destroyed after two years. ***PAC Number:*** 84-015 ***Related to PR#:*** CLR OPS 005 ***TBS Registration:*** 000102 ***Bank Number:*** CLR PPU 010

Violations of the Canada Labour Code

Description: This bank contains case files concerning complaints by individuals that a section, or sections, of the Canada Labour Code, Parts I and II have been violated by their employer, their union, or another individual. Files may contain information on grievances, work records, or letters from unions or employers containing opinions or comments about individuals. ***Class of Individuals:*** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. ***Purpose:*** Information about individuals is obtained solely for the purpose of bringing about a settlement to the dispute or, failing settlement, for the purpose of adjudication by the Board on the merits of the complaint. ***Consistent Uses:*** Information contained in case files, along with testimony given at public hearings may be published in written judgements which set out the Board's reasons for rejecting or upholding a complaint. Personal information is used solely for the purpose of settling or deciding on the merits of each case and is published solely for the purpose of explaining the Board's reasons for its decision and its policy in like cases. ***Retention and Disposal Standards:*** Case files are kept for five years if successful and three years if unsuccessful, and are then transferred to the National Archives of Canada for selective retention. Settled cases are kept for the minimum two years required and then destroyed. ***PAC Number:*** 84-015 ***Related to PR#:*** CLR OPS 010 ***TBS Registration:*** 000101 ***Bank Number:*** CLR PPU 005

Classes of Personal Information

Other Personal Information Banks

Other case files and subject files held by operational services may contain personal information such as names of individuals, addresses, position titles, job descriptions, salaries, and membership in a trade union. The information is not retrievable by personal identifiers and is collected solely for the purpose of administering the Canada Labour Code. All files are organized by file number and are maintained by operational services at headquarters in Ottawa. Regional offices retain duplicate files for the purposes of investigation until the settlement of a case. Some personal information such as job descriptions and salaries may be published in written judgements where it is pertinent to the background of a case in which the Canada Industrial Relations Board decides its decision requires formal elaboration. Such information is usually the result of testimony given at public hearings.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Head Office

C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8

(613) 996-9466
Telex: (613) 053-4426

Atlantic Region

Queen Square, 6th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6

(902) 426-7068

Central Region

One Lakeview Square
Suite 300
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8

(204) 983-3145

Ontario Region

5th Floor East
1 Front Street West
Toronto, Ontario
M5J 1A5

(416) 973-3782

Quebec Region

Place de la Cathédrale
600 de Maisonneuve West
Suite 700 – 7th Floor
Montreal, Quebec
H3A 3J2

(514) 283-3258

Western Region

757 West Hastings Street
Room 410
Vancouver, British Columbia
V6C 1A1

(604) 666-6001

Reading Room

The Board's library has been designated as a reading room. The address is:

C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario

Canada Information Office

Chapter 13

General Information

Background

The Canada Information Office (CIO) was created on July 9, 1996, with the mandate to inform Canadians about their country, each other, the renewal of the federation and the role of the Government of Canada in meeting the needs of Canadians through the delivery of its programs and services.

In April 1998, following the creation of the ad hoc Cabinet Committee on Government Communications (Committee), the CIO came under the responsibility of the Chair of the Committee, the Honourable Alfonso Gagliano, Minister of Public Works and Government Services. As a result, the CIO was given an additional role which is to provide support and advice to the Committee in its efforts to make government communications more effective and efficient. Since then, the CIO's efforts have been focused on improving communications between the government and citizens.

Responsibilities

The key responsibilities of the CIO are to:

- produce and disseminate, in collaboration with other governmental and non governmental organizations, information about Canada as well as the programs, initiatives and services the Government of Canada offers;
- promote citizen-focused government communications, by providing information that is useful to the public and has relevance in their daily lives;
- provide advice and operational support to the government on the most effective and efficient ways to communicate with citizens;
- enhance the regional responsiveness of Government of Canada communications;
- contribute to the revitalization of the government communications community.

Organization

The CIO is organized along three sectors: Planning and Research, Operations and Corporate Services. As well, two additional areas of activity have been temporarily added to the organization. They involve the establishment of a regional communications capability and the renewal of the communications community within the Government of Canada.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Classification of Positions

Employment and Staffing

Equipment and Supplies

Human Resources

Salaries and Wages

Personal Information Banks

Access to Information and Privacy (ATIP)
This bank contains the requests sent by individuals seeking access to information under the Access to Information and Privacy Acts, the replies to such requests and information relating to their processing. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to maintain a record of all requests received under the Access to Information Act and the Privacy Act and to maintain a record of communications with the applicants. ***Consistent Uses:*** The bank is used to document the activities involved in the responses to Access and Privacy requests and to provide statistical reports required under the Access to Information and Privacy Acts. ***Retention and Disposal Standards:*** Records are retained for three years after the last administrative action has been taken. ***TBS Registration:*** 004231 ***Bank Number:*** CIO PPU 005

Citizen Information Initiative Mailing List
This information bank contains the names, addresses, telephone and fax numbers, and e-mail addresses that respondents provided to the Canada Information Office on postage-paid reply cards included in Your Guide to Government of Canada Programs and Services. (001-06-99). ***Class of Individuals:*** The information relates to Canadians who received a copy of the guide in the mail and who indicated that they wished to be kept aware of GOC programs and services. ***Purpose:*** To create and maintain mailing lists that will enable the CIO to keep people aware of GOC programs and services. ***Consistent Uses:*** none. ***Retention and Disposal Standards:*** The information will be retained for 2 years. Individuals who wish to have their names removed from the list can do so. ***TBS Registration:*** 004230 ***Bank Number:*** CIO PPU 010

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about the Canada Information Office (CIO) may be obtained by contacting:

Canada Information Office
155 Queen Street
5th Floor
Ottawa, Ontario
K1P 6L1

Tel: (613) 992-1692
Fax: (613) 992-8350

For information on CIO publications and initiatives:

Internet Site: www.infocan.gc.ca
E-mail: comments@cio-bic.gc.ca

Access to Information

Access to Information inquiries should be directed to:

ATIP Coordinator
Canada Information Office
155 Queen Street
5th Floor
Ottawa, Ontario
K1P 6L1

Reading Room

155 Queen Street
5th Floor
Ottawa Ontario
K1A 6L1

Canada Lands Company Limited
Chapter 14

General Information

Background
Canada Lands is a non-agent Crown corporation which is mandated to dispose of strategic real properties no longer required by the Government, and to manage certain select properties, in order to generate "optimal value" to the Canadian taxpayer. Optimal value recognizes financial value realized, economic stimulation, and contribution to quality of life in communities.

The primary financial goal of Canada Lands is to create value and generate the optimal cash flow for its Shareholder, the Government of Canada, while carrying out its mandate in a commercially viable and self-financing manner, without any reliance on government appropriations. Effective consultation with stakeholders and transparent operations are central to the Company's operating philosophy.

The Corporation reports to Parliament through the Minister of Public Works and Government Services.

Organization
The Corporation operates on a regional basis with Vice Presidents in charge of Eastern and Western Canada. Corporate functions include accounting, asset management, finance, human resources, management information systems, public and government affairs and corporate secretarial.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the functions and activities of the Canada Lands Company Limited, please contact:

Brian Way, Corporate Secretary
200 King Street West, Suite 1500
Toronto, Ontario
M5H 3T4

Tel: (416) 952-6176
Fax: (416) 952-6200
E-mail: bway@clc.ca

Canada Mortgage and Housing Corporation
Chapter 15

General Information

Background
Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation in January, 1946, by an Act of Parliament. CMHC has authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the National Housing Act (NHA). CMHC reports to Parliament through a designated Minister. Its affairs are managed by a board of directors consisting of the chairman of the board, the President, five members from the public at large and two members from the public service, all appointed by the Governor-in-Council.

Responsibilities
Under the auspices of the National Housing Act, CMHC has, since its creation, played a pivotal role in developing housing standards, providing choice and affordability in housing and administering social housing programs to assist Canadians in need.

In response to fundamentally different competitive and public policy environments, the Corporation in 1997/1998 not only changed how it conducts its business but reconsidered the very nature of that business itself. The Corporation will direct its efforts to those areas where it is best positioned to better perform the unique role assigned to it by the government on behalf of the Canadian people. The Corporation will realize its goal through four key pillars: Housing Support, Strategy, Insurance and Communications and Marketing.

Legislation
- Canada Mortgage and Housing Corporation Act
- Financial Administration Act
- National Housing Act and Regulations

Organization

♦ Audit and Evaluation Services
Performs comprehensive audits of functions, programs, systems and Federal/Provincial Agreements. In addition, conducts special audits involving non-profit and co-op sponsors, real estate fee managers and approved lenders. Periodically evaluates the continued relevance, success and cost-effectiveness of NHA programs and on that basis, the President, with the Board of Directors, recommends to the Minister or Cabinet the reconfirmation, improvement and discontinuance of NHA programs.

♦ Communications and Marketing
This sector consists of Insurance Marketing and Sales, Corporate Communications and the Canadian Housing Export Centre. It is responsible for developing strategies for communications, marketing and export activities, coordinating business line communications, marketing and export efforts and opportunities, performing corporate marketing research management, product development and distribution, monitoring client needs and market trends and ensuring consistent communications and marketing messages. It also works with the housing industry and Team Canada to develop and promote the export of Canadian housing products, services and expertise abroad.

♦ Corporate Services
This sector is responsible for the business systems required to support many of the operational needs of the Corporation and its financial processes. It includes Finance, Administration Services, Information Technology, Treasury and the Pension Fund.

♦ Housing Support and Legal Services Sector
This sector consists of the Legal Services, Federal-Provincial and Territorial negotiations, Aboriginal Housing (Delivery), Loans Administration, Residential Rehabilitation Assistance Program and the Public and Private Partnership.

♦ Human Resources and Organizational Development Directorate
This directorate is responsible for developing and maintaining policies and procedures as well as providing advice and support within the entire sphere of human resources management. It includes Human Resources Development and Organizational Effectiveness, Employee Relations, Compensation and Occupational Health and Safety and HR Advisory and Coordination Services.

♦ Insurance Sector
This sector consists of Insurance Products and Services Division, Insurance Marketing and Sales Division, Insurance Servicing Division, Mortgage-Backed Securities Centre and Insurance Risk Management Division. This sector is responsible for the operation of the CMHC mortgage insurance program, the Mortgage-Backed Securities Program and for the disposal of all categories of real estate assets.

♦ Strategy Sector
This Sector consists of the Strategic Policy and Planning Division, the Research Division and the Market Analysis Centre. It is responsible for Part IX of the National

Housing Act, under which CMHC has a mandate to undertake and support research into housing conditions and the adequacy of existing accommodation and community planning, to undertake analysis of housing markets, and to disseminate the results to consumers, industry, governments and others. The Sector's activities also include strategic planning, research coordination, government liaison and policy development.

Information Holdings

Program Records

Appraisals

Description: Correspondence and information on appraisal support services for CMHC program operations. ***Topics:*** Monitoring and evaluation of projects, maximum unit prices, land values and land services costs, monitoring basic rates; mobile homes; rehabilitation procedures and costs. ***Access:*** Files arranged by project. ***Program Record Number:*** CMH IAA 175

Auditing Services

Description: Information on the Annual Statutory Audit and other special audits contracted to the External Auditors. Information on the Special Examination carried out by the External Auditors at a frequency not greater than every five years. Information on audit policy, standards, practices and the results/opinions of audits conducted to assess the management, administrative and operating practices within CMHC and its delivery agents or provincial/territorial partners pertaining to their delivery of Federal/Provincial cost-shared social housing programs. ***Topics:*** External Audits; Special Examination Reports; and Internal Audits. ***Access:*** Within each topic, files are arranged by policy, general administration and audit entity. ***Program Record Number:*** CMH OAD 352

Canada Home Renovation Plan (CHRP) (Program terminated)

Description: Information on the administration and monitoring of the Canada Home Renovation Plan. ***Topics:*** Regulations; eligible areas, properties, property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements. ***Access:*** Individual loan case files. Program was terminated 12 July 1983. ***Storage Medium:*** EDP systems. ***Program Record Number:*** CMH PSO 095

CMHC Inspection Services

Description: CMHC internal inspections and external contracts (on a fee-for-service basis) to provide services such as housing inspections. ***Topics:*** Service to clients of CMHC programs; Canadian Home Insulation Program (CHIP); Home Warranty Program; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; general engineering data on residential construction. ***Access:*** Files arranged by project. All MURB certificates have been transferred to the Department of National Revenue (Taxation). All files and applications have been retained at CMHC. CHIP Program was terminated December 31, 1986. ***Program Record Number:*** CMH IAA 350

Default Management

Description: Correspondence and information on the control of approved lenders' and CMHC direct-insured loans in arrears. ***Topics:*** Interventions to salvage projects in financial difficulty; approved lenders' arrears reports; correspondence with approved lenders and CMHC regional business centres; monthly statistical arrears reports; transcript of accounts for centralized CMHC direct-insured loans. ***Access:*** Arrears reports arranged chronologically by lender. ***Storage Medium:*** Individual loan files are partly on EDP; transcript of accounts are on microfilm. ***Program Record Number:*** CMH IAA 120

Demonstration Projects

Description: Information on specific projects undertaken to test the feasibility and cost of particular new and alternative housing designs and concepts. ***Topics:*** Submissions and briefs; feasibility studies; planning and design; agreements; details of projects; selection of consultants; contracts. ***Access:*** By project or activity. ***Program Record Number:*** CMH PDR 235

Emergency Repair Program

Description: Information on the program which provides funds to clients living in housing that has serious health and safety hazards. ***Topics:*** Funding; repairs; native status; location. ***Access:*** By province and by individual files. ***Program Record Number:*** CMH PSO 051

Energy Conservation (Program terminated)

Description: Information and correspondence on CMHC programs prior to October 28, 1980, to assist home-owners in upgrading the insulation of older homes. ***Topics:*** Home Insulation Program (HIP), Canadian Home Insulation Program (CHIP), National Energy Program. ***Access:*** Files arranged by province. HIP was terminated December 31, 1981, and CHIP was terminated December 31, 1986. ***Program Record Number:*** CMH IAA 340

External Research

Description: Information and correspondence on grants in support of research on priority areas in the social, economic, legislative, environmental, physical or administrative aspects of housing. ***Topics:*** Program enquiries, administration, mailing lists and advertising; selection committee; program policies and planning. ***Access:*** Files arranged by activity. ***Program Record Number:*** CMH PDR 185

Federal-Provincial Housing
Description: Information on federal-provincial interdepartmental agreements, and other intergovernmental contractual agreements; information on the costs of public and social housing projects shared by federal-provincial partnership and provincially leased. ***Topics:*** Federal-provincial public housing agreements; rural and native housing agreements; miscellaneous agreements under various sections of the National Housing Act; interdepartmental agreements; management of projects; inspections; rental scale study; rent supplement program; CMHC subsidies; individual public housing projects. ***Access:*** Files arranged by province, municipality and project. ***Program Record Number:*** CMH PSO 050

Grant Assistance (program terminated)
Description: Information on grant assistance under the Canadian Home-ownership Stimulation Plan and the Canada Mortgage Renewal Plan. ***Topics:*** Applications; grant assistance; termination of assistance; statement of accounts; program statistical and analytical reports; applicant files, including the certification by the lender and the application. ***Access:*** Grant case files arranged by individual. Programs terminated December 31, 1983. ***Program Record Number:*** CMH IAA 140

Home Improvement Loan Insurance Fund (program terminated)
Description: Administration of the Home Improvement Loans Fund. ***Topics:*** Lenders' reports of outstanding loans; bad debt collection reports; ledger cards (bad debts); contingent liability register. ***Access:*** By lender and borrower. Program terminated in 1986. ***Program Record Number:*** CMH IAA 130

Housing Advisory Documents
Description: Information on research and development of community and building standards and guidelines. ***Topics:*** Site planning; noise; grading and landscaping; insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; air barriers; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly; housing access; home security. ***Access:*** By subject. ***Program Record Number:*** CMH PDR 195

Housing Authorities
Description: Information on the formation of housing authorities and appointment of members to boards responsible for administering federal-provincial low-rental housing projects. ***Topics:*** Federal representatives to nominating committees; formation of housing authority boards and membership; federal representatives on boards. ***Access:*** Files arranged by municipality. ***Program Record Number:*** CMH PDR 305

Housing Design
Description: Information on standards, guidelines, graphics, and presentations. ***Topics:*** Site planning; federal-provincial housing plans; audio- visuals on landscape; design for emergency accommodation; care facilities for the elderly. ***Access:*** Files arranged by project. ***Program Record Number:*** CMH IAA 165

Housing Survey Data
Description: Data acquired through regular Corporation surveys or from Statistics Canada reports. ***Topics:*** Conventional lending, housing starts and completions; market absorption; apartment vacancies and rents; census and ad-hoc survey information. ***Access:*** Files arranged by geographic location and survey. ***Storage Medium:*** EDP systems. ***Program Record Number:*** CMH PDR 230

Housing Technology
Description: Information on technical and engineering services necessary to meet the current program delivery needs and objectives. ***Topics:*** Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring. ***Program Record Number:*** CMH IAA 170

Housing Technology Incentives (Program terminated)
Description: Information and correspondence on grants to inventors and others to help pay for developing and testing innovative housing ideas and products. ***Topics:*** Program enquiries; policies, planning and administration; mailing lists and advertising; consultations; selection committee. ***Access:*** Files arranged by activity. Program terminated October 1995. ***Program Record Number:*** CMH PDR 200

Interest Deferral (Program terminated)
Description: Information on the application for and approval of assistance for mortgage renewal by interest deferral. ***Topics:*** Applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files, including certification by lender and application forms. ***Access:*** Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number. Program terminated December 31, 1983. ***Program Record Number:*** CMH IAA 135

International Housing Organizations
Description: International agreements and correspondence on bilateral and multilateral housing issues. ***Topics:*** Organization for Economic Co-operation and Development (OECD); United Nations Commission on Human Settlement (UNCHS); major UN conferences; international governmental and non-governmental organizations; special international projects. ***Access:*** Files arranged by international organization and country. ***Program Record Number:*** CMH PDR 310

Land (Program terminated)
Description: Information on loans provided to municipalities and provincial agencies for the acquisition, planning and servicing of land. This Program terminated on December 31, 1978. Information on CMHC planning, developing or redeveloping its lands that are under-utilised or surplus to its needs as well as lands owned in partnership with municipalities and provincial agencies on a cost- sharing basis to provide land for market and affordable housing. Information on CMHC offering its land development expertise on a fee and cost-recovery basis to other Federal departments and agencies with the objective of developing/disposing of lands within the Federal guideline of maximising returns. This program terminated on April 21, 1998. ***Topics:*** CMHC-owned lands; federal-provincial land projects; redevelopment of veterans housing; managed land disposal and affordable housing. ***Access:*** Files arranged by project, province and municipality. ***Program Record Number:*** CMH IAA 085

Market Analysis (MAC)
Description: Information reports and analysis on local, provincial and national housing markets. ***Topics:*** Mortgage market; renovation market; national housing outlook, interest rate forecasts, housing markets by Census Metropolitan Area (CMA), economic forecasts. ***Access:*** Files arranged by CMA, or by quarter or annually on a national basis. ***Program Record Number:*** CMH PDR 101

Mortgage Administration
Description: Policy and correspondence on administration, monitoring and evaluation of loan activity under the National Housing Act. ***Topics:*** Mortgage documents; taxes; loan advances; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; discharges; partial discharges; easements. ***Access:*** Files arranged by loan case file. ***Program Record Number:*** CMH IAA 115

Mortgage Rate Protection Program
Description: Documentation for administration of Mortgage Rate Protection Program (MRPP). ***Topics:*** Lender certification, claims application; benefit payment record; statistical and analytical reports. ***Access:*** The files are arranged by individual, lender certification number and MRPP number. ***Program Record Number:*** CMH IAA 160

Municipal Incentive Grants (Program terminated)
Description: Information on the encouragement of municipalities to develop land for modest-size, medium density housing units. ***Topics:*** Policy, procedures and enquiries; individual municipalities' requests for payments. ***Access:*** Statistical information arranged by province and municipality. This program was terminated December 31, 1978. ***Program Record Number:*** CMH IAA 080

Municipal Infrastructure (Program terminated)
Description: Information on loans and grants provided to municipal authorities for water and sewage treatment systems and related studies. ***Topics:*** Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. ***Access:*** Statistical information arranged by province and municipality. This program was terminated in April, 1980. ***Program Record Number:*** CMH IAA 075

Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)
Description: Information on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs. ***Topics:*** Inter-program impact; program development; property inventory; training seminars; rehabilitation standards; conversion studies; and renovations for the disabled. ***Access:*** Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan. NIP was terminated December 31, 1984 and the rental component of RRAP was terminated July 1989. Homeowner RRAP and RRAP for the Disabled were terminated December 31, 1993. However, both Programs were reinstated in February 1994 for a two-year period. Rental and Rooming House RRAP was reintroduced for 1994/95. In December 1995, a further extension to March 31, 1997 was granted for all RRAP lines. In January 1998, a further extension to March 31, 2003 was granted for all RRAP lines. ***Storage Medium:*** EDP Systems. ***Program Record Number:*** CMH PSO 090

NHA Mortgage Insurance Claims
Description: Information on insurance claims and documentation of individual claims against the Mortgage Insurance Fund. ***Topics:*** Individual insurance claim files; claim form; title documents, and other supporting documents such as transcript of mortgage account, copies of invoices, etc. ***Access:*** Files are arranged by docket. ***Program Record Number:*** CMH IAA 125

NHA Mortgage-Backed Securities
Description: Correspondence, documents, and information on the delivery, administration and monitoring of the MBS program. ***Topics:*** Issuer approvals; applications and approvals to issue mortgage-backed securities; monthly accounting reports; analytical reports; policies and procedures. ***Access:*** Records maintained by MBS pool and by Issuer. ***Storage Medium:*** Manual files and EDP system. ***Program Record Number:*** CMH IAA 107

Non-Profit and Co-operative Housing
Description: Information on provincial, municipal and private non- profit corporations and Indian Bands operating rental housing projects for persons of low and moderate income, and co-operatives providing housing for their low-and moderate-income members. Family

Violence Initiatives: a) Project Haven – forgiveable loans to community based non-profit groups and Indian Bands for projects providing emergency shelter to victims of family violence and their children. Program ended March 31, 1992. b) Next Step – forgiveable loans to community-based non profit groups and Indian Bands for projects offering second-stage housing for victims of family violence when they leave emergency shelters. c) Shelter Enhancement – additional component to rehabilitate existing shelters to meet health and safety standards while permitting the construction of emergency and for second-stage housing, program extension until the year 2000. ***Topics:*** Federal-provincial agreements; subsidy assistance; monitoring and advertising; rental scales; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; insured loans as well as insured loans refinanced under NHA Section 15.1; land lease; rural and urban native housing; proposal development funding; CROP. ***Access:*** Loan files arranged by province and locality as well as by loan files. The Federal Cooperative Housing Program was terminated 31 December 1991 and the Non-Profit Program was terminated December 31, 1993. ***Storage Medium:*** Insured loans on microfilm. ***Program Record Number:*** CMH PSO 055

Program Evaluation
Description: Information relating to program evaluations of CMHC housing programs. ***Topics:*** Market housing programs including the Mortgage Loan Insurance Program; Social Housing programs including Non-Profit and Federal Co-operative Housing Programs, Public Housing Programs, Rent Supplement Program, On-Reserve Housing Program, Rural and Native Housing Program (RNH) and Residential Rehabilitation Assistance Program (RRAP). ***Access:*** Arranged by subject area. ***Program Record Number:*** CMH PDR 225

Programs Delivery
Description: CMHC's participation, from October 1980 to March 1986, with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. ***Topics:*** Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports. ***Program Record Number:*** CMH IAA 345

Rehabilitation Skills Training Centre (RSTC) (Program terminated)
Description: Program terminated December 31, 1984. Course material is used for the training of RRAP Delivery Agents with courses delivered through Community Colleges. ***Topics:*** The RSTC provides technical skills training to inspectors, and covers topics such as inspection process, specification writing and cost estimating. ***Access:*** By subject. ***Program Record Number:*** CMH PSO 100

Research and Development Projects and Activities
Description: Information on research and development projects, activities and plans, and the distribution of resulting information. ***Topics:*** Housing needs, supply and assistance; housing finance, mortgage and capital markets; rental housing, special needs, housing quality and technology, international housing issues, sustainable development, exchange of housing information and data acquisition with consumers, agencies and industries; research and activity plans and support. ***Access:*** By subject area and/or contractor. ***Program Record Number:*** CMH PDR 180

RNH Training Funds Program
Description: Studies and training in support of Rural and Native Housing (RNH) programs, funding continues since 1994, the use of these funds for Aboriginal Housing Liaison Committees and capacity development funding for on-reserve housing. ***Topics:*** Rural and Native Housing Task Force; native housing policy proposals; non-status Indian construction companies; information about sustaining grants; Rural and Native Housing Secondment Program, and training plans. ***Access:*** Files arranged by province. ***Program Record Number:*** CMH PSO 060

Rural and Native Demonstration Program
Description: This program involved the delivery of approximately 500 demonstration housing units. ***Topics:*** Correspondence; executed contracts; tender documentation and general information about the program's objectives and approval process. ***Access:*** Retrievable by project or activity. Program terminated in 1990. ***Program Record Number:*** CMH PSO 236

Rural and Native Housing Program
Description: The program subsidizes housing on a home ownership, lease-to-purchase or rental basis for households in rural and remote areas with population under 2500. ***Topics:*** Consultation with provincial/territorial authorities and native associations to identify rural and remote communities with housing needs. ***Access:*** Files arranged by province. Program terminated December 31, 1993. ***Program Record Number:*** CMH PSO 065

Scholarship and Awards Programs
Description: Information and correspondence on the provision of graduate scholarships in support of advanced education in housing and community planning or awards in housing-related areas. ***Topics:*** Applications; advertising; awards committee; program planning. ***Access:*** Files arranged by activity. This program was terminated in March 1995. ***Program Record Number:*** CMH PDR 190

Underwriting
Description: Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. ***Topics:*** Simplification of mortgage forms; claims risks and forecasts; underwriting policies and procedures; loan regulations; mortgage loan

underwriting training; new developments in the mortgage insurance market; loan acquisition review; various types of mortgages. ***Access:*** Files arranged by loan case file. ***Storage Medium:*** EDP system. ***Program Record Number:*** CMH IAA 105

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access to Information and Privacy Requests

Description: This bank contains the Access to Information and Privacy request files, the replies to such requests, and information related to their processing. ***Class of Individuals:*** Individuals requesting access to records under the Access to Information Act and the Privacy Act. ***Purpose:*** The purpose of this bank is to process access requests only. ***Retention and Disposal Standards:*** Records are retained for three years following closure of the files. ***Related to PR#:*** CMH CRS 901 ***TBS Registration:*** 001931 ***Bank Number:*** CMH PPU 100

Board of Directors

Description: The bank contains correspondence relating to recommended nominees, the Order-in-Council appointing the member, a brief biography, statement of qualifications, statement of acceptances, oath of fidelity and secrecy and statement of conflict of interest. ***Class of Individuals:*** Candidates for appointment and appointees to the CMHC Board of Directors. ***Purpose:*** The purpose of the bank is to assist in the appointment of individuals as directors of CMHC and to record information regarding their services as directors, including declarations on conflict of interest. ***Consistent Uses:*** The information in this bank is used for reporting required for Treasury Board Secretariat and the Privy Council Office. ***Retention and Disposal Standards:*** Records are retained for two years after a director ceases to hold office. ***Related to PR#:*** CMH CRS 903 ***TBS Registration:*** 001930 ***Bank Number:*** CMH PPU 095

Canada Mortgage and Housing Corporation Directed Research

Description: This bank maintains data on candidates suitable for consideration to conduct CMHC-directed research in housing. The bank contains the following types of information: curricula vitae, references, letters of evaluation, review and evaluation comments. ***Class of Individuals:*** Professionals, consultant firms and individuals, research and technical firms. ***Purpose:*** The purpose of this bank is to maintain an inventory of individuals capable of undertaking housing research. ***Consistent Uses:*** The information contained in this bank is used to support the competitive selection process in awarding research contracts and to maintain statistics relating to research and development activity. ***Retention and Disposal Standards:*** Records are retained indefinitely and updated regularly. ***Related to PR#:*** CMH PDR 180 ***TBS Registration:*** 001928 ***Bank Number:*** CMH PPU 080

Claims and Action By or Against CMHC

Description: This bank is established to record mandates to external legal counsel, legal opinions, decisions, information and judgements concerning claims by or against the Corporation. ***Class of Individuals:*** Legal counsel and individuals involved in legal actions. ***Purpose:*** The purpose of this bank is to effect satisfactory settlement of claims against or by CMHC or to present CMHC's case before the courts. ***Consistent Uses:*** The information contained in this bank is used to report to CMHC's Board of Directors, to auditors and to the minister responsible for CMHC. ***Retention and Disposal Standards:*** Records are retained for 10 years following the closure of the files, then transferred to the National Archives of Canada. ***Related to PR#:*** CMH CRS 903 ***TBS Registration:*** 001927 ***Bank Number:*** CMH PPU 075

Construction, Repairs, Maintenance Suppliers and Consultant Services Contracts
Description: The bank provides a complete record of all matters relating to the administration of each contract including the control of payments. Data contained in the bank includes requests for contracts of service from CMHC, tender or service forms, the contract and correspondence. ***Class of Individuals:*** Service contractees. ***Purpose:*** The purpose of this bank is to retain information on contractors, entrepreneurs, consultants and suppliers, as well as on the services they provide or products they supply or produce. ***Retention and Disposal Standards:*** Records are destroyed seven years after the lease is terminated or the premises are vacated, whichever is later. ***TBS Registration:*** 001926 ***Bank Number:*** CMH PPU 070

External Research
Description: This bank was created for administering the review of applications for funding under Part IX of the National Housing Act (NHA) and for the administration of funds to those approved for external research grants in areas related to housing policies and programs. It contains curricula vitae; research or work proposals; references; letters of evaluation and the review committee members' comments on each proposal, grant agreements and project reports. ***Class of Individuals:*** Persons interested in undertaking independent research on housing and related topics. ***Purpose:*** The purpose of this bank is to determine recipients of grants from applicants seeking financial support for independent research undertakings. ***Consistent Uses:*** The information contained in this bank is used to announce grant recipients, administer grant agreements, and maintain statistics on program activities and applicants. The information may also be used in connection with appointments to the Selection Committee. ***Retention and Disposal Standards:*** Files are retained for six years after cessation of the project. ***Related to PR#:*** CMH PDR 185 ***TBS Registration:*** 001934 ***Bank Number:*** CMH PPU 115

Federal Housing Action Program System (FHAP)
Description: This bank maintains information on the current status of the Assisted Rental Program (ARP) accounts. ***Class of Individuals:*** Borrowers eligible to receive assistance under the ARP. ***Purpose:*** The purpose of this bank is to administer the ARP and to produce automated monthly cheques for eligible borrowers. ***Consistent Uses:*** The information is used to provide analysis and statistical reports. ***Retention and Disposal Standards:*** Direct loans files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage. ***Related to PR#:*** CMH CRS 914 ***TBS Registration:*** 001914 ***Bank Number:*** CMH PPU 010

Home Improvement Loans Files
Description: The bank contains personal and financial characteristics pertinent to the obtaining of loans and to collection action. ***Class of Individuals:*** Applicants for home improvement loans. ***Purpose:*** The purpose of this bank is to create and maintain individual files on home improvement loan borrowers who have obtained loans from any designated accredited lending agency under the NHA for purposes of improving their housing units. ***Consistent Uses:*** The information in this bank is used for the issuance of the quarterly arrears report. ***Retention and Disposal Standards:*** Records are retained for two years following maturity or other termination of the loan; if the loan is secured by a promissory note, the file is retained for eight years. The quarterly arrears report is destroyed two years after the date of the report. Program terminated in 1986. ***Related to PR#:*** CMH IAA 130 ***TBS Registration:*** 001921 ***Bank Number:*** CMH PPU 045

Housing Policy and Research Information Distribution
Description: This bank is comprised of mailing lists containing the names and addresses of individuals and firms interested in obtaining acquisition lists and information on CMHC research publications. ***Class of Individuals:*** The information in the bank relates to persons, firms and agencies interested in long-term research and in CMHC research and development activities. ***Purpose:*** The information was obtained to mail information on library acquisitions and research publications to interested parties. ***Retention and Disposal Standards:*** Individual names are deleted upon request. These files are retained for two years. ***TBS Registration:*** 003683 ***Bank Number:*** CMH PPU 085

Housing Rehabilitation and Renovation
Description: The bank contains data on each applicant and property for NHA loans and grants for residential rehabilitation and renovation under the Residential Rehabilitation Assistance Program (RRAP), the Canada Home Renovation Plan (CHRP), the Rural and Native Housing Emergency Repair Program (ERP); the Home Adaptation for Seniors Independence (HASI) Program. HASI was a 2- year program which terminated on March 31, 1994 but then was re-introduced in April 1996 until March 31, 1997 with an additional renewal in 1998 until March 31, 2003; Remote Housing Program (1994, April 1996 and March 1997); and "les maisons lézardées" to end March 31, 1997. ***Class of Individuals:*** Recipients of housing rehabilitation assistance. ***Purpose:*** The purpose of this bank is to assess applicants' eligibility and financial capability, and to administer loans and grants. ***Consistent Uses:*** The information in this bank is used for analytical and reporting purposes and to investigate cases of suspected fraud. ***Retention and Disposal Standards:*** Home-ownership -- Documents received from local offices are retained on a microformat at the national office for two years following the term of the loan. In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance, (not applicable for RRAP and ERP) and then transferred to the local National Archives of Canada facility for a period of seven years. HASI files are retained for 5 years after completion of project. ***Related to PR#:***

CMH IAA 345 ***TBS Registration:*** 001919 ***Bank Number:*** CMH PPU 035

Housing Surveys – List of Contacts
Description: This bank contains a list of contact persons, the contact's address, and telephone number. ***Class of Individuals:*** Contact persons who can provide responses to the surveys. ***Purpose:*** The list of contact persons is used to obtain structure data in order to monitor new constructions and housing market activity. ***Retention and Disposal Standards:*** The records are retained until superseded by the records of a new contact person. ***TBS Registration:*** 003136 ***Bank Number:*** CMH PPU 130

Housing Technology Incentives Program
Description: This bank was used to review applications for funding under the Housing Technology Incentives Program and to administer the funds to those approved. It contains: names, addresses, details of the proposals, grant agreements, requests for payments and project reports. ***Class of Individuals:*** Inventors and product developers, firms and individuals. ***Purpose:*** The purpose of this bank was to determine recipients of Housing Technology Incentives grants and to administer the grants. ***Consistent Uses:*** The information contained in the bank was used to announce grant recipients, administer agreements and maintain statistics on program activities. ***Retention and Disposal Standards:*** Records are destroyed five years after their submission to CMHC. ***Related to PR#:*** CMH PDR 200 ***TBS Registration:*** 001929 ***Bank Number:*** CMH PPU 090

Investigative Bodies
Description: This bank contains "Requests for Disclosure to Investigative Bodies" of CMHC case files (loans, grants, etc.) by federal/provincial investigative bodies covered by federal/provincial agreements under the Privacy Act. ***Class of Individuals:*** Individuals named by investigative bodies. ***Purpose:*** The purpose of this bank is to assist in investigations by investigative bodies named in federal/provincial agreements under the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for five years following the request. ***TBS Registration:*** 001933 ***Bank Number:*** CMH PPU 110

Investors Settlement System (ISS)
Description: The bank contains information, such as the administration fee code and investor name and code, to support remittances to investors for sold mortgages administered by CMHC. ***Class of Individuals:*** Investors for sold mortgages administered by CMHC. ***Purpose:*** The purpose of this bank is to provide a business system which supports remittances to investors for sold mortgages administered by CMHC. ***Retention and Disposal Standards:*** Records are retained for five years after settlement. ***Related to PR#:*** CMH CRS 914 ***TBS Registration:*** 001916 ***Bank Number:*** CMH PPU 020

Lawyers and Notaries Appointed Agents of CMHC
Description: This bank contains information on lawyers and notaries appointed by the government as agents of CMHC. ***Class of Individuals:*** Lawyers and notaries appointed to act as legal agents for CMHC. ***Purpose:*** The purpose of this bank is for internal accounting and monitoring of activity. ***Consistent Uses:*** The information contained in this bank is used for reports to the minister responsible for CMHC. ***Retention and Disposal Standards:*** Records are retained for seven years after appointment is terminated. ***Related to PR#:*** CMH CRS 903 ***TBS Registration:*** 001925 ***Bank Number:*** CMH PPU 065

List of Landlords
Description: This bank contains the names and addresses of landlords from whom CMHC leases property, descriptions of the property and the amount of the rental. ***Class of Individuals:*** Entrepreneurs who rent property to CMHC. ***Purpose:*** The purpose of this bank is to establish a list of persons from whom the Corporation leases property/accommodation. ***Retention and Disposal Standards:*** Files are retained for seven years after termination of lease and then destroyed. ***TBS Registration:*** 001924 ***Bank Number:*** CMH PPU 060

List of Potential Purchasers of Housing Projects
Description: This bank contains a record of information on individuals and companies interested in purchasing projects owned by CMHC. The data includes general mailing information and the necessary information in determining if an individual or company would be interested in a property that CMHC is proposing to sell (i.e. location and size of project). ***Class of Individuals:*** Individuals and companies submitting proposals for the purchase of real estate owned by CMHC and those showing an interest. ***Purpose:*** The purpose of this bank is to provide a source of interested buyers for housing projects owned by CMHC. ***Retention and Disposal Standards:*** The records of potential investors are retained until they wish no further correspondence from CMHC. ***Related to PR#:*** CMH CRS 905, 906, 907 ***TBS Registration:*** 001922 ***Bank Number:*** CMH PPU 050

Mortgage Rate Protection Plan
Description: This bank contains information on individuals applying for assistance under the Mortgage Rate Protection Plan (MRPP). ***Class of Individuals:*** Individuals holding a mortgage under the plan. ***Purpose:*** The purpose of this file is to administer MRPP loans. ***Retention and Disposal Standards:*** Records are retained for two years after the expiration of the contract. ***Related to PR#:*** CMH IAA 115 ***TBS Registration:*** 001932 ***Bank Number:*** CMH PPU 105

National Housing Act (NHA) Insured Loans Files
Description: This bank is comprised of all loans made since 1961 under sections 8.1 (formerly 6), 57 (formerly 34.15), 15.1 (formerly 58) and 98 (formerly 59) of the NHA. Records include details on applicants, income, age,

family composition, loan and property characteristics. Records also include information obtained through the process involved in the payment of a claim received due to a defaulting borrower such as financial information, legal documentation, income verification, credit reports, and verification of down payment. ***Class of Individuals:*** Applicants for NHA insured loans and defaulting borrowers. ***Purpose:*** The purpose of this bank is to document both the underwriting and claims payment processes. ***Consistent Uses:*** The bank is used for statistical purposes, for program evaluation, audit trails, and to investigate cases of suspected fraud. ***Retention and Disposal Standards:*** Home-ownership: In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to the local National Archives of Canada facility for a period of seven years. Multiples, rentals and condominium projects: In the regional Business Centres, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to the local National Archives of Canada facility for a period of 15 years. Any claims received/paid containing a judgment are kept at the National Archives of Canada indefinitely. Documents received from local offices and regional Business Centres are retained on a microformat at the national office for two years following the life of the mortgage. Information is also maintained on an EDP system. ***Related to PR#:*** CMH IAA 115 ***TBS Registration:*** 001920 ***Bank Number:*** CMH PPU 040

National Housing Act (NHA) Mortgage Assistance
Description: The Canadian Home-ownership Stimulation Plan (CHOSP) and the Canada Mortgage Renewal Plan (CMRP) files contain personal information provided by applicants on their financial and loan details, personal income, etc. These programs were terminated December 31, 1983. ***Class of Individuals:*** Home-owner applicants for CHOSP and CMRP. ***Purpose:*** The purpose of this bank is to determine eligibility for grant assistance and to administer CHOSP and CMRP programs. ***Consistent Uses:*** Information contained in this bank is used for analytical, reporting and research purposes. ***Retention and Disposal Standards:*** CMRP and CHOSP files are kept for 10 years after programs are terminated. ***Related to PR#:*** CMH IAA 140 ***TBS Registration:*** 001917 ***Bank Number:*** CMH PPU 025

National Housing Act (NHA) Mortgage Loan Administration Files
Description: The NHA loan files include information such as employment, salary, dependents, financial statements, management capabilities, and copies of correspondence relating to the repayment and ongoing administration of the mortgage loan. ***Class of Individuals:*** Individual borrowers under the NHA. ***Purpose:*** The purpose of this bank is to determine eligibility and administer loans. ***Retention and Disposal Standards:*** Records are retained for two years after loan is terminated. ***Related to PR#:*** CMH IAA 115 ***TBS Registration:*** 001915 ***Bank Number:*** CMH PPU 015

NHA Mortgage Backed Securities Program
Description: Information on individual investors maintained by a central payer and transfer agent (CPTA) on behalf of the program and under contract to CMHC. ***Class of Individuals:*** Investors (institutional and retail, i.e. individuals) who own an NHA Mortgage-Backed Security. ***Purpose:*** The purpose is to record ownership of MBS certificates, permit payment to investors, allow dissemination of information to investors. ***Retention and Disposal Standards:*** Records will be retained for a period of 7 years following payout of certificate or completion of all administrative action. ***TBS Registration:*** 003696 ***Bank Number:*** CMH PPU 125

Rural and Native Housing Program/Client Information
Description: The bank is used to maintain files on homeowner clients of CMHC's Rural and Native Housing Program. It contains personal and financial information, including client characteristics, and repayment patterns. ***Class of Individuals:*** Native and rural residents requiring housing assistance. ***Purpose:*** The purpose of this bank is to monitor and administer the program and its delivery. ***Consistent Uses:*** The information in this bank is used for statistical and accounting purposes and to monitor demographic changes. It is also used to investigate cases of suspected fraud. ***Retention and Disposal Standards:*** Direct loan files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage. ***Related to PR#:*** CMH PSO 060 ***TBS Registration:*** 001918 ***Bank Number:*** CMH PPU 030

Scholarship Program and Awards Programs
Description: This bank was created for the administration and review of applications under Part IX of the National Housing Act (NHA) for university scholarships or awards in housing-related areas. It contains the following: curricula vitae, research or work proposals, references, letters of evaluation, and the review committee members' comments on each proposal. Social insurance numbers are collected pursuant to the Income Tax Act. ***Class of Individuals:*** Individuals interested in pursuing graduate or postgraduate education in housing. ***Purpose:*** The purpose of this bank was to maintain an inventory of applicants seeking a scholarship award for graduate or postgraduate study or a CMHC housing award. ***Consistent Uses:*** The information in this bank was used to announce award winners, administer scholarship payments and maintain statistics on program activities and applicants. ***Retention and Disposal Standards:*** Records are retained for six years after cessation of the term of the projects. Program was terminated in March 1995. ***Related to PR#:*** CMH PDR 190 ***TBS Registration:*** 001923 ***Bank Number:*** CMH PPU 055

Tenant Information from Projects Subsidized by CMHC

Description: This bank was created for tenant information collected by CMHC in the limited situations where it is necessary to collect personal information on renants residing in federally subsidized housing to audit, investigate or for statistical purposes by CMHC. This information consists of any record related to tenant income collected by the project. ***Class of Individuals:*** Individuals who are tenants in projects receiving subsidies from CMHC. ***Purpose:*** This information is used to determine and verify tenant income for the purpose of allocating subsidies either to the tenant or the project and investigate misuses of subsidies or fraud. ***Consistent Uses:*** The information is used for statistical, audit and investigative purposes. ***Retention and Disposal Standards:*** The records are kept for seven years. ***TBS Registration:*** 003296 ***Bank Number:*** CMH PPU 135

Classes of Personal Information

Program Evaluation

This class of personal information contains data collected specifically for CMHC program evaluation studies. The data are used to support program evaluation, policy analysis and program development. Included in this bank are data related to client surveys, dwelling surveys, industry surveys and data collected to measure the impact of programs. This bank is located at CMHC national office. Routine files are destroyed two years following completion of the evaluation. Files are retrievable by program evaluation study.

Manuals

- Administration Guide – Application Processing for Home Ownership Mortgage Loan Insurance
- Administrative Guide: Default Management and Claims
- All about Housing: Information Products Catalogue (NHA 6827)
- CMHC Housing Awards: Guidelines and Application
- CMHC Mortgage Loan Insurance Handbook
- CMHC Portfolio Insurance Interim Product Guide
- CMHC's Approach to Mortgage Loan Underwriting for Multiple Unit Projects
- CMHC's Communications Compendium: How to Guide
- Compendium of Research
- Computer Centre Users' Guide
- Corporate Management Structure
- Counselling Handbook -- Home-ownership
- Experts in Residence Program – Guidelines and Application
- External Research Program Guidelines
- Guidelines and Procedures Manual (30 volumes)
- Home Ownership Loans – Borrower Eligibility
- Homebuying Step by Step
- Housing Research Quarterly
- Instrument of Delegation of Financial Signing Authorities
- Management Information Services Practices
- Minimum Property Requirements for Existing Residential Buildings
- Mortgage Loan Insurance Welcome Home
- NHA Mortgage-Backed Securities – Information Kit for Issuers (NHA 6707)
- NHA Mortgage-Backed Securities Program Guide (to be available on CMHC's web-site)
- Pension Fund Handbook
- Pension Fund Operations Manual
- Pocket Guide
- Portfolio Management Training Manual for Mortgage Administration
- Professional Standards
- Quick Reference Guide for Approved Lenders – Fax on Demand
- Residential Rehabilitation Assistance Program (RRAP)
- Security of Information Classification Guide
- Social Housing Forecasting Model User Handbook
- Subject Classification Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the Corporation and its activities, programs and publications may be obtained from:

Canadian Housing Information Centre
Canada Mortgage and Housing Corporation
700 Montreal Road
Ottawa, Ontario
K1A OP7

Tel: (613)748-2367
Fax: (613)748-4069

Reading Room

The CMHC library has been designated as a public reading room according to the Access to Information Act. The library's address is:

Canadian Housing Information Centre
700 Montreal Road
Ottawa, Ontario.

Additional reading rooms are available at each Regional and Branch Office.

Canada-Newfoundland Offshore Petroleum Board
Chapter 16

General Information

Background
The Canada-Newfoundland Offshore Petroleum Board was established in 1987 as a joint federal/provincial agency pursuant to the federal Canada-Newfoundland Atlantic Accord Implementation Act and by the provincial Canada-Newfoundland Atlantic Accord Implementation Act. These acts brought into law the principles established in a 1985 agreement between the federal government and the provincial government relating to offshore petroleum resources.

Responsibilities
The Board manages the petroleum resources in the Newfoundland offshore area on behalf of the Government of Canada and the Government of Newfoundland and Labrador. Its authority is derived from the legislation implementing the 1985 Atlantic Accord between the two governments.

The Board has a duty to ensure that:

- management of offshore land rights takes place in an orderly way;
- assessments of the resource potential of the offshore area are completed on a timely basis;
- offshore exploration and production activities are conducted in a safe and environmentally responsible manner;
- exploitation of the resource is conducted in accordance with good oilfield practice to optimize recovery and avoid waste;
- operators' procurement decisions are consistent with their statutory obligations and agreements with governments to provide economic and social benefits to Canada, and in particular to Newfoundland; and
- it provides guidance to industry regarding regulatory requirements and encourages continuous improvement in practices that provide for worker safety and environmental protection.

Legislation
- Canada-Newfoundland Atlantic Accord Implementation Newfoundland Act, R.S.N. 1990, c.C-2
- Canada-Newfoundland Atlantic Accord Implementation Act, S.C. 1987, c.3

Organization
The Board consists of seven members who are appointed for fixed terms of office (The Board currently has six Board members). Three members are appointed by the federal government, three by the provincial government and the Chairman is appointed by both the federal and provincial governments. The Chairman also acts on a full-time basis as Chief Executive Officer.

♦ Exploration Department
This Department is responsible for co-ordinating geophysical and geological program authorizations; monitoring and evaluating geological and geophysical programs and exploratory and delineation drilling; determining significant and commercial discovery areas; evaluating undiscovered resource potential of the Board's area of jurisdiction; providing recommendations on development plans and maintaining geological and geophysical databases and cuttings, cores and fluid samples.

♦ Reservoir Engineering Department
This Department is responsible for oil and gas conservation; assessing discovered resources and productive capacities; administering regulations concerning exploitation schemes for depletion of oil and gas pools, reservoir data acquisition and production rate limitation; reviewing and providing recommendations on well evaluation programs, development plans for oil and gas fields, production accounting procedures and testing programs; maintaining the reservoir database; evaluating conservation and enhanced recovery projects; monitoring field performance; and conducting reservoir performance studies.

♦ Operations and Safety Department
This Department is responsible for reviewing and providing recommendations regarding the approval of offshore petroleum exploration, development and production activities; reviewing operators' emergency response plans; monitoring offshore petroleum activities; conducting safety audits and inspections related to procedures, training and equipment; administering and making recommendations regarding the drafting of regulations, their standards and guidelines; monitoring any conditions of approval; co-ordinating with other agencies as required; and providing status reports of offshore petroleum activities.

♦ Environmental Affairs Department
This Department assesses environmental effects; administers and advises on environmental protection regulations and guidelines; establishes and monitors compliance with physical environment and effluent treatment requirements; co-ordinates with other environmental agencies; and reviews operators' environmental emergency contingency plans.

♦ Industrial Benefits Department
This Department provides advice to the Board concerning the administration of the Canada-Newfoundland benefits plan provisions of the legislation, including provisions related to domestic procurement, employment, project management, research and development, education and training, and employment equity.

♦ Legal and Land Department
This Department is responsible for providing legal and land advice and services to the Board. Land matters include the issuance of exploration rights through calls for bids; and the administration of exploration, significant discovery and production licenses.

♦ Administration Department
This Department provides administrative, financial, human resource, and computer services to the Board.

♦ The Executive Committee
The Executive Committee manages the day-to-day activities of the Board. It comprises the Chairman and all of the vice-chairmen.

Information Holdings

Program Records

Administration
Description: Information relating to office management and administration, including human resources, employee benefits, furniture and equipment, leases and leasehold improvements, purchasing, insurance, travel, and library and central records services CNP ADM 025. Also includes information on the analysis, design, development, implementation and maintenance of software; and co-ordination between technical and administrative groups in planning for hardware/software acquisition. ***Program Record Number:*** CNP ADM 010

Board Management
Description: Information relating to the organization and operations of the Board, including correspondence with federal and provincial government departments; correspondence with oil and gas operators; records of Board, executive and management meetings; internal policies; memoranda of understanding; frontier lands regulatory framework; and other related general correspondence. ***Program Record Number:*** CNP EXE 005

Financial Services
Description: Information relating to financial administration, including budgeting, payroll, fee collection and remittance, audit matters and financial accounting and reporting systems. ***Program Record Number:*** CNP ADM 015

Corporate Files
Description: General information including annual reports, corporate brochures, etc. for oil and gas industry suppliers, contractors and consultants. ***Program Record Number:*** CNP CBD 035

Exploration and Reservoir Engineering
Description: Information relating to the results of geophysical and geological surveys and exploratory and development drilling, such as seismic, gravimetric, magnetic and geochemical surveys and well histories. This data includes well materials (cuttings, cores, and fluids) sampled during the drilling. Information relating to discovered oil and gas resource estimates; results of the well evaluation program, including core analysis, well logs, fluid analysis and well test data; conservation and enhanced recovery projects, reservoir performance and productive capacity. ***Program Record Number:*** CNP RED 080

Safety and Environment
Description: Information relating to development and production activities including: operating licenses; engineering research, feasibility studies or experimental projects; development applications for offshore petroleum projects; status of development or production operation activities; diving program approvals; production operation authorization; certificates of fitness; and letters of compliance. Information relating to exploration and development drilling activities including: Drilling Program Approvals, Authorities to Drill a Well, Final Well Reports (well history documents), and daily and weekly status of drilling operation activities. Information relating to the occupational health and safety of workers employed in the exploration, production, conservation, processing or transportation of petroleum, including procedures, training requirements and safety equipment; operations, inspections and audits on MODUs and standby vessels; accident/incident reports, investigations and analysis; contingency plans arising as a result of exploration, development and production activities; safety committee meetings; and exercises and drills. Information relating to the protection of offshore operations from physical environmental risks, and to the protection of the environment from the effects of offshore oil and gas activities, including: offshore environmental assessments and reviews; environmental contingency planning; physical environmental data; environmental protection exercises; marine pollution incidents; and environmental research and development projects. ***Program Record Number:*** CNP EAD 075.

Industrial Benefits
Description: Information relating to the review, approval and implementation of Canada-Newfoundland benefit plans submitted by oil and gas operators. ***Program Record Number:*** CNP CBD 030

Legal Services and Land Management

Description: Information relating to the Board's corporate procedures, financial security required by the operators, legislation affecting the Board, contract documents, recommendations and advice respecting legal or policy matters, and the registration of documents relating to interests and instruments. Information relating to the issuance and administration of oil and gas exploration and production rights on offshore Newfoundland and Labrador, including the terms and conditions of exploration, significant discovery and production licences; registration of interests held and transferred; calls for nominations; calls for bids; security and bid deposits and allowable expenditure schedules; work expenditure reports; rental reports; and significant discovery declarations and areas. ***Program Record Number:*** CNP EXD 055

Public Affairs

Description: Information relating to the Board's external communications including publications; media and public relations; and advertising, informational and educational programs and materials. ***Program Record Number:*** CNP PAD 045

Personal Information Banks

Access Requests

Description: This bank contains information relating to formal access requests made pursuant to the Access to Information Act and the Privacy Act. ***Class of Individuals:*** Members of the public or employees of the Board who request access to personal information contained in the Board's records. ***Purpose:*** To maintain a record of requests under the Privacy Act and the Access to Information Act. ***Consistent Uses:*** The information is also used to respond to formal requests made under the Privacy Act and the Access to Information Act. ***Retention and Disposal Standards:*** Access requests are retained for 2 years and are then destroyed. ***TBS Registration:*** 002312 ***Bank Number:*** CNP PPU 015

Certification of Diving Personnel

Description: This bank contains information received from divers and other diving personnel seeking certification by the Board, as well as information regarding such certification and related correspondence. Certain applications are supported by medical certificates. Class of individuals: Individuals seeking certification as divers or other diving personnel. ***Purpose:*** To provide a record of the qualifications and experience of divers and other diving personnel for purposes of certification and to record such certifications. ***Consistent Uses:*** Information may be shared with other agencies or authorities that certify diving personnel in other jurisdictions. ***Retention and Disposal Standards:*** Information is retained in an individual's file until he or she reaches the age of 70 and is thereafter destroyed, provided that at least two years have elapsed since the last administrative action. ***TBS Registration:*** 004347 ***Bank Number:*** CNP PPU 020

Employment Applications

Description: This bank contains applications received from individuals seeking employment with the Canada-Newfoundland Offshore Petroleum Board. These requests usually include a letter to which a curriculum vitae is attached. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** To maintain applications for prospective position openings. ***Consistent Uses:*** The information is also used to evaluate employees for positions. ***Retention and Disposal Standards:*** The applications are retained for one year and are then destroyed. ***TBS Registration:*** 002311 ***Bank Number:*** CNP PPU 005

Personal Services Contracts

Description: This bank contains information relating to bidders' lists and individuals hired under personal service contracts by the Canada-Newfoundland Offshore Petroleum Board. The bank contains contracts placed, services rendered, length of contracts, money expended and the contracts and supporting documents. ***Class of Individuals:*** General public. ***Purpose***: To maintain a record of contracts placed, services rendered, length of contracts, money expended and the contracts and supporting documents. ***Consistent Uses:*** The information is also used to control contracts issued. ***Retention and Disposal Standards:*** Records are transferred to a dormant file after two years, and destroyed after 10 years. ***TBS Registration:*** 002310 ***Bank Number:*** CNP PPU 010

Manuals

- Emergency Response Plan
- Geophysical, Geological, Environmental, and Geotechnical Program Guidelines
- Development Application Guidelines
- Newfoundland Offshore Area Guidelines for Drilling Equipment
- Exploration Benefits Plan Guidelines
- Guidelines Respecting Financial Responsibility for Work or Activity in the Newfoundland and Nova Scotia Offshore Areas
- Catalogue of Information and Services
- Compensation Guidelines Respecting Damages Relating to Offshore Petroleum Activities
- Procurement Reporting Guidelines, - Hibernia Development Project
- Offshore Waste Treatment Guidelines

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Access to Information and Privacy Co-ordinator
Canada-Newfoundland Offshore Petroleum Board
5th Floor, TD Place
140 Water Street
St. John's, Newfoundland
A1C 6H6

Tel: (709) 778-1464

Fax: (709) 778-1473

Reading Room

The Board's library has been designated as a public reading room in accordance with the Access to Information Act. The library is located at:

Canada-Newfoundland Offshore Petroleum Board
TD Place, 140 Water Street St., 3rd floor
St. John's, Newfoundland.

E-mail: jdoyle@cnopb.nf.ca

Internet Site: www.cnopb.nfnet.com

Canada-Nova Scotia Offshore Petroleum Board
Chapter 17

General Information

Background
The Canada-Nova Scotia Offshore Petroleum Board was established in 1990 as a joint federal-provincial agency pursuant to the federal Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act and the provincial Canada- Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act. These Acts brought into law the principles established in a 1986 agreement between the federal government and Nova Scotia relating to offshore petroleum resources. The Board has offices in Halifax and Dartmouth, Nova Scotia.

Responsibilities
The Board's principle responsibilities include:

1) enhancement of safe working conditions for offshore petroleum activities.

2) protection of the environment during offshore petroleum activities.

3) management of offshore petroleum resources to ensure that operators provide for maximum economic recovery and avoid waste.

4) review of industrial benefits matters relating to petroleum activities offshore Nova Scotia so as to ensure that Canadians, with first consideration given to Nova Scotians, have a full and fair opportunity to participate on a competitive basis in the supply of goods and services to be used in any offshore petroleum activities.

5) issuance, in a controlled and fair manner, of licenses required to carry out petroleum exploration and development activities offshore Nova Scotia. The Board also maintains a public registry of licenses, curates samples and geological and geophysical information (which is made available to the public following a statutory confidentiality period), and compiles and develops information on petroleum resources within the Nova Scotia Offshore area.

6) collection, maintenance and distribution of offshore petroleum information to the petroleum industry, governments and the public in general.

Legislation
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act, S.N.S. 1987, c. 3.
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act, S.C. 1988, c. 28.

Organization
The Board consists of five members who are appointed for fixed terms of office (the Board currently has four Board members with one additional appointment pending). The Government of Canada and the Government of Nova Scotia each appoint two members. The Chairman is appointed by both governments. The Board has appointed a Chief Executive Officer who is responsible for day to day operations of the Board and a staff of nineteen people.

♦ Offshore Petroleum Resources
This Department is responsible for assessing discovered petroleum resources and evaluating the undiscovered petroleum resource potential of the Nova Scotia offshore area; recommending lands for disposition through calls for bids (including the terms and conditions of calls for bids and licences); administering licences under which oil and gas rights are held and maintaining a public registry of such licences; evaluating the results of geological and geophysical surveys and exploratory and development drilling; determining areas to be designated as significant discoveries or commercial discoveries; archiving geological, geophysical and well history reports; and curating cuttings, cores and fluid samples.

♦ Offshore Operations
This Department is responsible for providing recommendations regarding the approval of plans, programs and specific activities related to exploration, development or production; monitoring any conditions of approval; conducting audits and inspections related to procedures, training and equipment; certifying divers and other diving personnel; reviewing operators' emergency response plans; and monitoring and providing status reports on offshore petroleum activities. It is also responsible for conserving oil and gas resources; assessing the productive capacities of wells; monitoring field performance and conducting reservoir performance studies; and administering regulations concerning production schemes, production rate limitations and the acquisition of reservoir data.

♦ Environmental Affairs
This Department assesses the environmental effects of offshore operations as well as risks to offshore operations arising from the physical environment. It administers and advises on environmental protection regulations and guidelines, establishes and monitors compliance with physical environment and effluent treatment requirements, coordinates with other environmental agencies, and reviews operators' environmental emergency contingency plans.

♦ Administration, Industrial Benefits and Legal

This Department provides administrative, financial, human resources and legal services to the Board. The Department is responsible for the Board's external communications, including publications and public relations. The Department also administers statutory requirements concerning employment and industrial benefits plans.

Information Holdings

Program Records

Administration
Description: Information relating to office management and administration, including human resources, employee benefits, furniture and equipment, software, leases and leasehold improvements, purchasing, insurance, and travel. ***Program Record Number:*** NSO NSO 050

Benefits
Description: Information relating to statutory plans concerning industrial benefits and employment. ***Program Record Number:*** NSO NSO 025

Board Management
Description: Information relating to the organization and operations of the Board, including correspondence with Board members and ministers, liaison with federal and provincial government departments, memoranda of understanding with other agencies, Board by-laws, records of Board meetings, and related general correspondence. ***Program Record Number:*** NSO NSO 005

Environmental
Description: Information relating to the protection of offshore operations from physical environmental risks and to the protection of the environment from the effects of offshore oil and gas activities, including environmental assessments and reviews, environmental contingency plans, physical environmental data, environmental protection exercises, marine pollution incidents, and environmental studies and research. ***Program Record Number:*** NSO NSO 035

Financial
Description: Information relating to financial administration, including budgeting, payroll (including source deductions and remittances), asset inventories, bank statements, audit matters, royalty collection and remittance, and financial accounting and reporting. ***Program Record Number:*** NSO NSO 020

General
Description: Information relating to industry associations, standards associations, training organizations and other training matters, consultants and general correspondence. ***Program Record Number:*** NSO NSO 060

Legal
Description: Information relating to opinions, recommendations or advice respecting legal or policy matters, financial security required from operators, access to information and privacy, and the collection and administration of royalties. ***Program Record Number:*** NSO NSO 010

Legislation, Regulations and Guidelines
Description: Information relating to federal and provincial legislation and regulations, guidelines and internal policies and procedures. ***Program Record Number:*** NSO NSO 015

Operations
Description: Information relating to exploration, development and production activities, including operating licences, development plans, approvals of plans and programs, authorizations of specific activities, activity status reports, well files, certifying authorities and certificates of fitness, inspections and audits of operational procedures and equipment, directives, accident and incident reports, investigations, contingency plans, safety committee meetings, exercises and drills, and other matters relating to operations, occupational health and safety, evaluations of reservoir performance and productive capacity. ***Program Record Number:*** NSO NSO 030

Public Affairs
Description: Information relating to the Board's external communications, including publications and media and public relations. ***Program Record Number:*** NSO NSO 055

Resources
Description: Information relating to the results of geophysical, geological and well site surveys and exploratory and development drilling; geological and geophysical studies; estimates of discovered and undiscovered oil and gas reserves; and the Board's Core Storage and Laboratory facility. ***Program Record Number:*** NSO NSO 040

Rights Management
Description: Information relating to the issuance and administration of licences for oil and gas exploration and production, including registry and title matters, calls for nominations, calls for bids, work deposits, allowable expenditure schedules, work expenditure reports, rental reports, and declarations of significant and commercial discoveries. ***Program Record Number:*** NSO NSO 045

Personal Information Banks

Certification of Diving Personnel
Description: This bank contains applications received from divers and other diving personnel seeking certification by the Board, as well as information regarding such certification and related correspondence. Certain applications are supported by medical certificates. ***Class of Individuals:*** Individuals seeking certification as divers or other diving personnel. ***Purpose:*** To provide a record of the qualifications and experience of divers and other diving personnel for purposes of certification and to record such certifications. ***Consistent Uses:*** Information may be shared with other agencies or authorities that certify diving personnel in other jurisdictions. ***Retention and Disposal Standards:*** Information is retained in an individual's file until he or she reaches the age of 70 and is thereafter destroyed, provided that at least two years have elapsed since the last administrative action. ***TBS Registration:*** 003315 ***Bank Number:*** NSO PPU 005

Employment Applications
Description: This bank contains applications received from individuals seeking employment with the Board. These are usually in the form of letters to which curricula vitae are attached. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** Information may be used to fill vacancies. ***Retention and Disposal Standards:*** The applications are retained for six months and are then destroyed. ***TBS Registration:*** 003316 ***Bank Number:*** NSO PPU 010

Classes of Personal Information

Certain personal information may be collected which is not contained in the specific data banks described above; for example, information on personnel providing services to the Board or an operator (either directly or through a contractor) or personal information obtained through requests for information or offers of services. This information is stored as part of the general subject files, where records are not normally retrieved by an individual's name or other personal identifier. This personal information is normally retrievable only if specifics are provided concerning the subject matter. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Emergency Response Plan
- Geophysical and Geological Programs in the Nova Scotia Offshore Area--Guidelines for Work Programs, Authorizations and Reports
- Guideline on the Issuance of Exploration Licences
- Guidelines Respecting Financial Responsibility for Drilling in the Nova Scotia and Newfoundland Offshore Areas
- Industrial Benefits and Employment Plan Guideline
- Land Division Guideline

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note that under section 122 of the federal Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act and section 121 of the provincial Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act, certain information provided to the Board is privileged and cannot be disclosed without the written consent of the person who provided it.

Requests concerning released well data, geological data, geophysical data and samples should be directed to:

Archive and Laboratory Supervisor, Core Storage and Laboratory
Canada-Nova Scotia Offshore Petroleum Board
201 Brownlow Avenue
Suite 27
Dartmouth, Nova Scotia
B3B 1W2

(902) 468-3994

Requests concerning the ownership of licences and other registry matters should be directed to:

The Registrar
Canada-Nova Scotia Offshore Petroleum Board
6th Floor, TD Centre
1791 Barrington Street
Halifax, Nova Scotia
B3J 3K9

(902) 422-5588

Requests for other information may be directed to the manager of the appropriate department noted above, at the Board's Halifax office (address and phone number as above).

Reading Room

The Board has facilities for the examination of records by the public at both its Halifax and Dartmouth offices at the addresses noted above.

Canada Post Corporation

Chapter 18

Note: This institution is not subject to the Access to Information Act.

General Information

Background

Canada Post is a federal Crown corporation, established by the Canada Post Corporation Act on October 16, 1981. It collects, processes and delivers mail across Canada, and between Canada and more than 200 postal administrations around the globe. The Corporation delivers approximately 9 billion messages and parcels annually to over 12 million addresses in rural and urban Canada. Products and services are marketed through a network of almost 20,000 retail points of purchase.

Canada Post, with over 54,000 full and part-time employees, has the third largest work force in Canada outside of government and, with approximately $4 billion in annual revenue, is a large and important part of the transportation and communications sectors of the Canadian economy.

In the course of doing business, Canada Post maintains and uses records of employees, contractors, customers and others. The Corporation places a high value on the protection and propriety of such personal information; employee access to their records and customer confidentiality are longstanding traditions.

Organization

- Administration
- Chairman's Office
- Customer Service
- Finance
- Human Resources
- Mail Operations
- Northern Services
- Purchasing & Project Management
- Real Estate
- Retail Business
- Stamps & Philately

Information Holdings

Personal Information Banks

- Administration

Access Control Systems

Description: This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports, as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify location and dates. ***Class of Individuals:*** Canada Post contractors who have authorized access to Corporation facilities. ***Purpose:*** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. ***Consistent Uses:*** The records are used to issue and cancel identification cards or building passes, and to maintain building security. ***Retention and Disposal Standards:*** Records are retained for two years after expiry of the cards and then destroyed. ***TBS Registration:*** 001340 ***Bank Number:*** CPC PPU 080

Investigative Body Requests – Public

Description: This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. ***Class of Individuals:*** Individuals who are the subject of, or party to, lawful investigations. ***Purpose:*** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. ***Consistent Uses:*** The records are used to monitor information requested and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits. ***Retention and Disposal Standards:*** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. ***TBS Registration:*** 001342 ***Bank Number:*** CPC PPU 090

Legal Affairs
Description: This bank contains information relating to potential and actual claims by or against the Canada Post Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. ***Class of Individuals:*** Individuals involved in legal matters. ***Purpose:*** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation. ***Consistent Uses:*** The records are used to provide legal opinions and advice to the Corporation and to represent the Corporation and protect its interests. ***Retention and Disposal Standards:*** Records are retained for ten years after the year of termination of the contract or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained permanently. ***TBS Registration:*** 002076 ***Bank Number:*** CPC PPU 110

Postal-Related Crimes/Offenses
Description: This bank contains information gathered during investigations and contains details of the crime(s) committed. For example, information on employees involves such offenses as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose. ***Class of Individuals:*** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offenses as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offenses involving the mail. ***Purpose:*** The purpose of this bank is to help solve and reduce postal related crimes and offences and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. ***Consistent Uses:*** The records are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. ***Retention and Disposal Standards:*** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have effect and are then transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. ***PAC Number:*** 88-007 ***TBS Registration:*** 001341 ***Bank Number:*** CPC PPU 085

Reliability Checks
Description: This bank contains criminal record name checks and, if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information may exist in automated form as a data element of the Human Resource Information System, CPC PPE 804. Individuals seeking access to this bank should specify location and dates. ***Class of Individuals:*** Prospective and existing Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. ***Purpose:*** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. ***Consistent Uses:*** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP in order to determine whether individuals have criminal records. ***Retention and Disposal Standards:*** Records are retained for five years after last administrative use (which is usually upon transfer, promotion or termination of employment), and then destroyed. If notified that a pardon has been granted, the criminal records in questions are destroyed immediately. ***PAC Number:*** 88-007 ***TBS Registration:*** 001339 ***Bank Number:*** CPC PPU 075

Security Clearances
Description: This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations, adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form, as data elements of the Human Resource Information System, CPC PPE 804. Data elements include name and clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify location and dates. ***Class of Individuals:*** Canada Post contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. ***Purpose:*** The purpose of this bank is to help determine the suitability of contractors being considered for or in security-risk positions. ***Consistent Uses:*** The records are used to determine the level of security clearance, and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to ensure the security clearance level of individuals is adequate for the positions they occupy. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. ***Retention and***

Disposal Standards: Paper records are retained for two years after termination of contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. ***TBS Registration:*** 001338 ***Bank Number:*** CPC PPU 070

♦ Chairman's Office

Board of Directors

Description: This bank contains such records as Orders-in-Council appointing directors, statements of qualifications, brief biographies, fees and expense documents and related correspondence. (Note that payment records also are stored in Accounts Payable, CPC PPU 060.) ***Class of Individuals:*** Existing and recently terminated members of Canada Post's board of directors. ***Purpose:*** The purpose of this bank is to support the nomination and remuneration of members of the board of directors. ***Consistent Uses:*** The records in this bank assist in the preparation of appointments to the board and in the administration of the affairs, business and activities of the board; they are also used with respect to payments and for other purposes pertaining to the board and its individual members. ***Retention and Disposal Standards:*** Records are retained for seven years after the fiscal year during which the director ceases to hold office and then destroyed. ***PAC Number:*** 88-007 ***TBS Registration:*** 002007 ***Bank Number:*** CPC PPU 105

♦ Customer Service

Corporate Correspondence

Description: This bank contains letters addressed or referred to the Minister, Chairman, President, and other executives of Canada Post Corporation, letters addressed to divisional Customer Service offices in the divisions, background material compiled in the preparation of responses and the responses. Certain information, such as the incoming letter, draft replies and an index, exists in automated form in the Corporate Correspondence System. Individuals seeking access to this bank should specify the family name and postal code used in the previous enquiry. (Note that stamp suggestions may also be stored in Stamp Subjects and Designer References, CPC PPU 025.) ***Class of Individuals:*** Customers, Members of Parliament, other elected officials and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g. regarding Canada Post Corporation employees and contractors). ***Purpose:*** The purpose of this bank is to support the preparation of responses to Divisional, Ministerial, Chairman, Presidential, and general Corporate enquiries pertaining to the operations and administration of Canada Post Corporation. ***Consistent Uses:*** The records are used to support the correspondence system; to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects; and, to identify trends or patterns. ***Retention and Disposal Standards:*** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files. ***PAC Number:*** 88-007 ***TBS Registration:*** 002075 ***Bank Number:*** CPC PPU 030

Customer/Claims Service

Description: This bank contains such records as enquiries, complaints or claims, declarations (in the case of claims) and information relating to their processing. Certain information exists in automated form in the Customer Claims Information System (CCIS) and the Enquiry Management Information System (EMIS). Data elements include the names and addresses of the sender and addressee, the nature of the shortcoming (delay, loss, damage), the type and value of the item, any special services purchased (registry), dates of mailing and claim, insured amount, result of investigation and amount paid. Individuals seeking access to this bank should specify the date and subject matter of their previous enquiry, as well as the names and addresses of the sender and addressee on the article. ***Class of Individuals:*** Customers who have submitted enquiries or complaints to Customer Service regarding delayed, lost or damaged mail; or who have applied for indemnification. (Note that payment records also are stored in Accounts Payable, CPC PPU 060; that enquiries and complaints also are processed through the Corporate Correspondence system, CPC PPU 030; and that Risk Management Claims, CPC PPU 050, also includes claims records.) ***Purpose:*** The purpose of this bank is to support the preparation of responses to customer enquiries, as well as the resolution of complaints and claims regarding delayed, lost or damaged mail. ***Consistent Uses:*** The records are used to analyze and resolve complaints and claims regarding delayed, lost or damaged mail; to respond to enquiries about mail services, regulations and rates; for audit and market research purposes; and to identify trends or patterns. Certain information may be disclosed to Transport Canada, Revenue Canada (Customs and Excise), foreign postal authorities, law enforcement agencies and others, where necessary, to resolve the claim or enquiry. ***Retention and Disposal Standards:*** Records are retained for two years after last administrative use (which is normally the issue of a response to an enquirer or indemnification), and then destroyed. Disposal of payment records stored in Accounts Payable is governed by the retention schedule for that bank. ***PAC Number:*** 88-007 ***TBS Registration:*** 001331 ***Bank Number:*** CPC PPU 100

♦ Finance

Accounts Payable

Description: This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. Individuals seeking access to this bank should specify whether they are a contractor or claimant and provide details of the payment such as location, type and dates. ***Class of Individuals:*** Canada Post suppliers of goods and services, including stamp designers and members of the Board of Directors claiming travel and hospitality expenses; and to members of the general public, indemnified for claims made against the Corporation. (see Canada Post's contract and claims personal information banks for details). ***Purpose:*** The purpose of this bank is to support the Accounts Payable function, which is to make non-payroll payments in accordance with authorizations. ***Consistent Uses:*** The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. Limited information is disclosed to Supply and Services Canada, to facilitate cheque issue. ***Retention and Disposal Standards:*** Records are retained for six fiscal years following the fiscal year during which the expenses were incurred. ***PAC Number:*** 88-007 ***TBS Registration:*** 001337 ***Bank Number:*** CPC PPU 060

Financial Accountability Cases

Description: This bank includes such information as job titles, work locations, investigation reports on losses, occasional credit reports and statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that documents may also be stored in Legal Affairs, CPC PPU 110). Individuals seeking access to this bank should specify their name and other information sufficient to identify the case, such as the date, location, type and amount of the loss. ***Class of Individuals:*** Canada Post agents, contractors and others involved in actual or suspected losses of financial assets. ***Purpose:*** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. ***Consistent Uses:*** The records are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. ***PAC Number:*** 88-007 ***TBS Registration:*** 001762 ***Bank Number:*** CPC PPU 065

Post Office Savings Bank

Description: Contains Post Office Savings Bank (1868-1969) unclaimed account information. Account holders wishing to confirm if funds remain on deposit in their name must forward a written request together with appropriate documentation, preferably the account passbook, which identifies the assigned account number. Legal authority is required by those acting on behalf of an account holder or an estate. ***Class of Individuals:*** Individuals having funds on deposit with Canada Post, either currently or within the past 15 years. ***Purpose:*** To support administration of the remaining 56,600 accounts currently outstanding in the Post Office Savings Bank, the value of which is 2.6 million dollars. ***Consistent Uses:*** Records of the Post Office Savings Bank are accessed monthly to facilitate the confirmation and withdrawal of funds by valid account holders or their legal representatives. Accounts having a balance of less than $25.00 and no activity in relation thereto for a period of 30 years are transferred to the credit of the Receiver General for Canada. (Note that payment records are also stored in Accounts Payable, CPC PPU 060 and by Money Order Services.) ***Retention and Disposal Standards:*** Records are retained for a period of 15 years after the year an account is closed, whether by withdrawal or through transfer to the Receiver General for Canada. ***PAC Number:*** 88-007 ***TBS Registration:*** 001336 ***Bank Number:*** CPC PPU 055

Risk Management Claims

Description: This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicle and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter, and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPU 060, and that claims involving delayed, lost or damaged mail are stored in Customer Service, CPC PPU 030. Individuals seeking access to this bank should specify details such as incident location and date. ***Class of Individuals:*** Third parties making claims or from whom Canada Post is seeking damages. ***Purpose:*** The purpose of this bank is to support the resolution of Corporation and third-party claims. ***Consistent Uses:*** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post

against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. ***Retention and Disposal Standards:*** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). ***PAC Number:*** 88-007 ***TBS Registration:*** 001335 ***Bank Number:*** CPC PPU 050

♦ Human Resources

Crown Debt Requests

Description: This bank contains requests from and responses to such federal institutions as Revenue Canada and Human Resources Development Canada, seeking to locate individuals owing federal Crown debts (e.g., overdue income tax, unemployment insurance overpayments, customs duties, defaulted student loans) or to whom Crown payments are due. This bank also contains the Social Insurance Number, which is provided, unsolicited, by the federal institutions. ***Class of Individuals:*** Individuals owing Crown debts, or to whom Crown payments are due, who are the subject of an inquiry. ***Purpose:*** The purpose of this bank is to ensure Canada Post can properly decide and account for disclosures of this sort. ***Retention and Disposal Standards:*** Records are retained for two years after the year of response and then destroyed. ***TBS Registration:*** 002157 ***Bank Number:*** CPC PPU 120

Government Relations

Description: This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Government Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information, such as an index of in-coming letters exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence, CPC PPU 030.) Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier. ***Class of Individuals:*** Customers, Members of Parliament and other members of the general public. Records may contain personal information about other individuals where they are the subject of the enquiry. ***Purpose:*** The purpose of this bank is to support and respond to enquiries. ***Consistent Uses:*** The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends. ***Retention and Disposal Standards:*** General correspondence is retained for two calendar years after last administrative use. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use. ***PAC Number:*** 97-020 ***TBS Registration:*** 004001 ***Bank Number:*** CPC PPU 003

Human Rights

Description: This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports, personal appraisals and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident. ***Class of Individuals:*** Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. ***Purpose:*** The purpose of this bank is to support the resolution of allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act, and allegations of personal harassment in the workplace. ***Consistent Uses:*** The records are used to help determine whether or not harassment or discrimination has occurred (note that records of complaints are not stored on the complainant's Employee Personal File, CPC PPE 802); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action, e.g., when the source of the complaint is a Canada Post policy or procedure. Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission to facilitate resolution of the complaint. ***Retention and Disposal Standards:*** Records are retained for two years after the fiscal year of the last administrative use, which is usually resolution of the complaint. ***TBS Registration:*** 001761 ***Bank Number:*** CPC PPU 096

Official Languages Complaints

Description: This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected under section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity, records are anonymous in nature. ***Class of Individuals:*** Individuals or groups who file complaints either directly with CPC or with the Commissioner of

Official Languages (excluding official languages issues handled through Customer Service). ***Purpose:*** The purpose of this bank is to support the investigation and resolution of official languages complaints submitted by individuals or groups to the Commissioner of Official Languages or CPC and to retain an audit trail of actions taken. ***Consistent Uses:*** The records are used to report to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action. ***Retention and Disposal Standards:*** Under development. ***TBS Registration:*** 003737 ***Bank Number:*** CPC PPU 125

Parking

Description: This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individual seeking access to this bank should specify employment location and dates. ***Class of Individuals:*** Canada Post contractors and others who have applied for or received Corporate parking permits. ***Purpose:*** The purpose of this bank is to support the control of parking at certain Canada Post facilities. ***Consistent Uses:*** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators. The records may also be used to help coordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. ***Retention and Disposal Standards:*** Records are retained for two years after the fiscal year in which the permit expired and then destroyed. ***TBS Registration:*** 001334 ***Bank Number:*** CPC PPU 045

Privacy Act Requests/Complaints

Description: This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material and legal opinions. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, and exceptional third-party requests referred to privacy coordination staff for advice or decision. This bank also contains the Social Insurance Number of some applicants, only because the old Treasury Board request forms used by applicants contained a SIN field. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. ***Class of Individuals:*** Canada Post contractors and customers who have submitted formal access, correction or notation requests under the Privacy Act to the Corporate Privacy Coordinator or complaints to the Privacy Commissioner; or who are the subject of exceptional third-party requests. ***Purpose:*** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. ***Consistent Uses:*** The records are used to process access, correction and notation requests, to respond to Privacy Commissioner complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. ***Retention and Disposal Standards:*** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. ***TBS Registration:*** 001344 ***Bank Number:*** CPC PPU 115

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection profiles, competition posters, transfer requests, seniority, surplus, lay-off, re-call and eligibility lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. ***Class of Individuals:*** Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. ***Purpose:*** The purpose of this bank is to support internal staffing and external recruitment activities. ***Consistent Uses:*** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File, CPC PPE 802; in Payroll, Benefits and Attendance, CPC PPE 815; and in the Human Resource Information System, CPC PPE 804); to assist in succession planning and career development; to conduct reference checks, provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. ***Retention and Disposal Standards:***

Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. ***PAC Number:*** 88-007 ***TBS Registration:*** 001343 ***Bank Number:*** CPC PPU 095

♦ Mail Operations

Delivery Control Systems

Description: This bank contains delivery records for signature services (Registered and Security Registered, Cash on Delivery, Insured Mail with Proof of Delivery, Priority Courier); change of address notifications/hold mail request forms; directories or lists of customers used to ensure the accurate delivery of mail and the provision of related services (e.g., Community Mailbox, Group Mailbox and Rural Mailbox Delivery and Electronic Mail) and related correspondence. These records contain such information on customers as name, fees paid, present address, previous address, effective dates, signature and proof of identity (when needed in picking up mail and when filing a change of address notification). Limited account information exists in automated form in the Priority Courier Track and Trace and Electronic Mail systems. ***Class of Individuals:*** Customers who subscribe to, or receive, postal signature services, submit a redirection/hold mail application or reside in areas requiring name/address lists to effect postal delivery. ***Purpose:*** The records are used to support the provision of postal services, including signature mail services; to control the redirection or holding of mail; to ensure accurate mail delivery where delivery service has changed or is difficult; to facilitate the reconciliation and audit of accounts; and to respond to inquiries or claims (see also Customer Service, CPC PPU 030). Electronic name and address lists and related information received from volume mailers are used in creating and addressing Lettermail Plus and Admail Plus items for subsequent delivery. ***Consistent Uses:*** Redirection records are also used to correct the mailing lists of large volume mailers where such mailers are using a previous or incorrect address. Change of address notifications are automated for the purpose of producing new address labels. They are also used to update the System for Mail Address Redirection Techniques (SMART). Address information is also disclosed to government institutions under certain circumstances in order to facilitate the collection of Crown debts or the making of Crown payments (see CPC PPU 120 and CPC PPU 090). ***Retention and Disposal Standards:*** Signature service records are retained for a maximum of two years after the year of delivery and are then destroyed, with the exception of certain financial records, which are retained for seven years. As a convenience to customers, Electronic Mail data are retained under strict security for six months and are then deleted. Change of address/hold mail records are destroyed six fiscal years after year of transaction. Directories and lists are updated continuously and destroyed when superseded or obsolete. ***TBS Registration:*** 002558 ***Bank Number:*** CPC PPU 001

National Change of Address

Description: This bank contains data drawn from change of address forms, including: a mover's previous and new address; the length and dates for which redirection services have been purchased; and records concerning participation in related services available to movers and mailers. ***Class of Individuals:*** All subscribers to CPC's hold and redirection of mail services since January 1993. ***Purpose:*** To facilitate the redirection of mail. ***Consistent Uses:*** To confirm service particulars and inform movers of address notification and other options; to produce letter carrier case cards and new address labels; to notify publishers having movers' name and old address of the new address; with mover consent, to update the mailing lists of other mailers, provided they have the movers' name and old address; to resolve complaints and enquiries; to contact movers on a mailer's behalf (without disclosing the new address); and for research, statistical and audit purposes. Change of address data may also be disclosed to law enforcement agencies conducting lawful investigations, and to certain federal government departments seeking to locate individuals owing a Crown debt or being owed a Crown payment (see CPC PPU 090 and CPC PPU 120, respectively). ***Retention and Disposal Standards:*** Change of Address forms retained by postal outlets are destroyed six fiscal years after year of transaction. The input copies are destroyed 3 months after verification of input. Withdrawal letters are retained for two years after date of withdrawal. Records regarding payments received are retained for six fiscal years after year of payment. Agreements with mailers (including records pertaining to names and addresses of individuals who have moved), are retained for six fiscal years after the year of the termination of the contract. Every month three-year-old addresses are archived, where they are retained for a further seven years. ***PAC Number:*** 91-020 ***TBS Registration:*** 003294 ***Bank Number:*** CPC PPU 002

♦ Purchasing & Project Management

Purchasing Contracts

Description: This bank contains records relating to contracts, renewals and terminations and supporting documentation, which may include the request for proposal, price quotes, curriculum vitae, company résumé, records of experience, terms of reference, financial/insurance/bonding information, reliability checks and/or security clearance levels, and performance records. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable), the Canada Post contract/proposal number, and the location of the procurement office. ***Class of Individuals:*** A limited number of individuals offering or providing professional services in management and information technology consulting, market research, health services, security, translation, labour arbitration, counselling and temporary help, as well as in architecture,

engineering, construction, property appraisal, property development and property management, including cleaning and maintenance; and equipment, supplies and other goods. (Note that payment records are stored in Accounts Payable, CPC PPU 060; that records on contractors providing mail or letter carrier transportation services are stored in Transportation Contracts, CPC PPU 035; and that records on retail postal outlet operators are stored in Retail Postal Outlet Contracts, CPC PPU 020.) ***Purpose:*** The purpose of this bank is to support the award and administration of Canada Post's procurement and certain other service contracts. ***Consistent Uses:*** The records are used to monitor performance or equipment supplied against requirements, so as to verify entitlements; and for evaluation and audit purposes. For example, the information may be collated and analysed to determine average costs by geographic areas and specialities. ***Retention and Disposal Standards:*** Tenders not awarded are retained for two fiscal years. Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal. All contracts relating to accepted designs for stamps, first day covers and postal stationery are retained for six years after the completion of the contract. All correspondence and contracts with stamp suppliers relating to the production of quantities of stamps, first day covers and postal stationery, are retained for six years after completion of the contract. ***TBS Registration:*** 003293 ***Bank Number:*** CPC PPU 031

Transportation Contracts

Description: This bank contains records relating to contracts, transfers, renewals and terminations and supporting documentation, including distance, stops, equipment used, costs and duration, financial/insurance/bonding information. Individuals seeking access to this bank should specify the name, dates and location of the service provided. ***Class of Individuals:*** Individuals owning businesses which have bid on or been awarded contracts for the carriage of mail or for the transportation of letter carriers. ***Purpose:*** The purpose of this bank is to support the award and administration of transportation contracts. ***Consistent Uses:*** The records are used to create source lists and otherwise perform the tender process; to administer contracts, including the monitoring of performance and the granting of adjustments; to facilitate budgeting and cost control; and to produce internal reports and responses to external enquiries. Note that the name of the successful tenderer may be disclosed to unsuccessful tenderers and others, upon award of the contract. ***Retention and Disposal Standards:*** Tenders not awarded are destroyed two years after the contract is awarded. Other records are retained for six years after termination and non- renewal of contract and then destroyed, except for registers of contracts, which are transferred to National Archives of Canada for selective retention. ***PAC Number:*** 88-007 ***TBS Registration:*** 001332 ***Bank Number:*** CPC PPU 035

♦ Real Estate

Real Estate Contracts

Description: This bank contains records relating to contracts, transfers, renewals and terminations and supporting documentation, including requests for proposal, price quotes, curriculum vitae, company résumé, records of experience, terms of reference, financial/insurance/bonding information, reliability checks and/or security clearance levels, performance and payments records. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable) and the Canada Post project and location. If the contract in question has been let via Government Services Canada, provide those details. ***Class of Individuals:*** Companies and a limited number of individuals offering or providing professional services in architecture, engineering, construction, property appraisal, brokerage services, property development and property management, including cleaning and maintenance. (Note that payment records are also stored in Accounts Payable, CPC PPU 060). ***Purpose:*** The purpose of this bank is to support the award and administration of Canada Post's real estate lease and property management contracts. ***Consistent Uses:*** The records are used to prepare source lists and select from among potential contractors and to monitor performance against requirements, so as to verify entitlements; and for evaluation and audit purposes. For example, the information may be collated and analysed to determine average costs by geographic areas and specialities. The information is shared with and often held by Canada Post's major procurement and real property management agents (e.g., Government Services Canada). ***Retention and Disposal Standards:*** Tenders not awarded are retained for two fiscal years. Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal. ***TBS Registration:*** 003291 ***Bank Number:*** CPC PPU 038

♦ Retail Business

Postal Office Boxes

Description: This bank contains postal office box applications, including service particulars (e.g. primary delivery mode, rental periods and the redirection of mail), the names of agents or others authorized to receive mail and whether the postal office box service is for private or commercial use. Other records include general enquiries, receipts and other payment records, audits and accounts of terminating services. Certain information exists in automated form (Retail Outlet Support System). Individuals seeking access to this bank should provide postal office box location, number, and rental dates. ***Class of Individuals:*** Canada Post customers who have applied for or expressed interest in postal office box services. ***Purpose:*** The purpose of this bank is to support the provision of postal office box services. ***Consistent Uses:*** The records are used to provide the services requested and, if applicable, to facilitate the collection

and refund of rent for postal office boxes (receipts are forwarded to corporate head office to reconcile accounts); and for periodic audits and for market research. Certain information may be disclosed to law enforcement and other federal or provincial agencies, pursuant to lawful investigations. ***Retention and Disposal Standards:*** Postal office box applications and related records are retained for two years after the termination of service and then destroyed. Waiting lists are updated continuously, as boxes become available. ***PAC Number:*** 88-007 ***TBS Registration:*** 001326 ***Bank Number:*** CPC PPU 005

Retail Postal Outlet Contracts

Description: This bank contains hardcopy and computerized records, including the terms and conditions of contracts with retail postal outlet operators and, from time to time, credit history reports. Individuals seeking access to this bank should provide full name, the retail postal outlet concerned and dates. ***Class of Individuals:*** Individuals and businesses contracted to provide a range of basic postal services to the public. (Note that payment records also are stored in Accounts Payable, CPC PPU 060). ***Purpose:*** The purpose of this bank is to administer a network of retail postal outlets. ***Consistent Uses:*** The records in it are used to administer the network of retail postal outlets, including the authorization of payment of commissions on sales; and for periodic audits and market research. ***Retention and Disposal Standards:*** Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal and then destroyed. Financial records are also retained for six years. Tenders not awarded are retained for two fiscal years. ***PAC Number:*** 88-007 ***TBS Registration:*** 001329 ***Bank Number:*** CPC PPU 020

♦ Stamps & Philately

Philatelic Customers

Description: This bank contains information in both paper and automated form such as customer enquiries and mailing lists, coded to include special areas of interest, as well as invoices, funds on deposit, credit card numbers, order history, survey responses, and other sales records. A list of former customers who have issued bad cheques is also retained. Individuals seeking access to this bank should provide as many details as possible, such as name, address, subject matter, dates and account numbers. ***Class of Individuals:*** Canada Post's national and international customers of philatelic products, sponsors of stamp clubs and those who have expressed an interest. ***Purpose:*** The purpose of this bank is to support the sale and distribution of philatelic products and related promotional material. ***Consistent Uses:*** The records are used to support philatelic sales and subscription services; to assist in the presentation of philatelic exhibits; to generate particular lists of customers/subscribers (for example, by area of interest); to control inventory; and for market research purposes, such as the identification of promotional needs and opportunities. ***Retention and Disposal Standards:*** Financial records are retained for six years after last administrative use, which is usually payment for and mailing of philatelic products. Mailing lists are updated continuously, verified annually and retained until superseded or obsolete (for example, when customers submit change-of-address cards or requests to be deleted from the list; or move, leaving no forwarding address). General correspondence is retained for two years. ***PAC Number:*** 88-007 ***TBS Registration:*** 001327 ***Bank Number:*** CPC PPU 010

Stamp Subjects and Designer References

Description: This bank contains such information as subject suggestions and enquiries, general correspondence, résumés, samples of art work (usually reproduced on 35mm slides) and, if applicable, letters of commission. Individuals seeking access to this bank should provide name and date of previous submission. (Note that stamp subject suggestions may also be stored in Corporate Correspondence, CPC PPU 100, and payment records concerning commissioned designs are also stored in Accounts Payable, CPC PPU 060.) ***Class of Individuals:*** Canadian designers, artists, illustrators, photographers and others who have indicated their interest in being considered for a postage stamp design commission. ***Purpose:*** The purpose of this bank is to provide a visual reference file of the work of Canadian designers and artists who could be considered for a postage stamp design commission. ***Consistent Uses:*** The records are used to consider possible designers to be commissioned to submit design proposals for new stamp issues. ***Retention and Disposal Standards:*** Samples of work are returned to designers upon request. Records regarding rejected solicitations are retained for two years after the year of rejection and then destroyed. Records relating to commissioned stamp designers are retained for ten years and then transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. ***PAC Number:*** 88-007 ***TBS Registration:*** 001330 ***Bank Number:*** CPC PPU 025

Stamp Vendors

Description: This bank contains the sales histories of stamp vendors, such as records of stamp purchases, amount of the discount and amount paid. Individuals seeking access to this bank should specify registered name and address as well as stamp sales details. ***Class of Individuals:*** Individuals and small businesses who have applied for or been granted a permit to purchase stamps at a discount for resale to the public. ***Purpose:*** The purpose of this bank is to support the sale of stamps via a network of stamp vendors. ***Consistent Uses:*** Vendors use permits to purchase stamps at a discount. ***Retention and Disposal Standards:*** Records are retained for two years after last administrative use and then transferred to National Archives of Canada. Information judged by the National Archivist to be of archival/historical value is retained permanently. The

remainder is destroyed. ***PAC Number:*** 88-007 ***TBS Registration:*** 001328 ***Bank Number:*** CPC PPU 015

Classes of Personal Information

Administrative Records

Certain information provided by or about individuals may also be found in administrative records, such as general correspondence and organizational planning files, minutes of committee meetings, daily information books, library loan and distribution lists, fixed asset inventory control reports, general ledger reports, audit reports and evaluations, internal electronic mail communications, video recordings and records relating to visits and conferences involving officials of other postal authorities. Several functions also provide advice on employee, customer or contractor matters concerning areas such as employee relations, labour relations, customer service, corporate security, occupational health and safety, etc. This information may exist in the form of personal notes, drafts, letters, case files and electronic mail messages, duplicates of which are often located in other personal information banks. Retention/disposal standards vary, but comply with a two-year minimum.

Corporate Security

This class includes information detailing complaints received by Corporate Security and the remedial action undertaken. The records are chronologically ordered and thus not retrievable by individual identifier. They include occurrence reports which contain the name, address and phone number of the complainant, the names of the other parties involved, the name of the investigating officer and details concerning causes and remedial action. Should the enquiry result in a suspicion of a postal-related crime or offence, or a Criminal Code offence involving the mail, a file number is added to the occurrence report which is transferred to personal information bank Postal Related Crimes/Offenses (see CPC PPU 085 or CPC PPE 824). Otherwise, the occurrence reports are retained for two years, at which time they are destroyed. The purpose of such retention is to allow for statistical analyses and quality control.

Marketing and Sales

This class includes Postage Meter Services and marketing information such as market research studies, various coded mailing lists, market surveys and test reports concerning householders and other Canada Post customers (for example, large volume mailers). The records include correspondence, reports, accounts of sales calls and other meetings with customers, which may contain the names, titles and business addresses of company representatives, as well as profiles of key executives. These records are used for business purposes only, namely to identify customer needs and perceptions and to help make marketing decisions related to product and service mix, price and promotion. Canada Post also temporarily retains certain records which may contain personal information under arrangements with customers and business partners. These records assist in the preparation of account development strategies for national and divisionally managed accounts. Such records are not under the Corporation's sole control and may not be accessed without the prior consent of the customer or business partner involved. Note also that claims and enquiries related to collection and delivery services have been indexed and described as a Canada Post information bank (see Customer Service, CPC PPU 030). Certain records are held in electronic form in the following systems: Cash Receipts, Money Order Information, Canadian Wildlife Service, National Accounts and Marketing Mailing List.

Undeliverable Mail

This class of records includes lettermail and parcels that, for any cause, cannot be delivered to the addressee or returned to the sender. This includes mail that cannot be delivered for legal reasons, and mail that is refused by the addressee or on which postage due is not paid by the sender on demand. The treatment of this mail is governed by the Undeliverable Mail Regulations. Undeliverable mail is opened to facilitate delivery to addressee or return to sender. Undeliverable admail is not returned to the sender or forwarded to an addressee unless it bears a specific request for return or redirection to another address, or has obvious value. Undeliverable international mail is returned to the country of origin unless marked abandoned, in which case it is treated in the same manner as domestic mail. When undeliverable mail of no obvious value does not contain sufficient information to permit the mail to be returned to the sender or forwarded to the addressee, it is destroyed. Where the mail contains cash or merchandise the cash is deposited to the credit of Canada Post Corporation and the merchandise is sold or otherwise disposed of in a manner approved by the Corporation.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Records contained within information banks are limited to relevant data subjects. For example, if an individual has never bid on nor been awarded a contract with Canada Post, no record of that individual would exist in the applicable contract bank.

To facilitate access and records retrieval, specific details should be provided, such as those outlined in individual bank descriptions.

If Canada Post exempts any information, the individual refused access is provided with the precise reasons for the exemption and the applicable appeal procedures.

Records are routinely destroyed when their useful life expires; thus, access requests for older records may

prove unsuccessful. Individuals are encouraged to seek informal access to their records – employees via their supervisors, and customers, contractors and others via the Canada Post officials with whom they have been dealing.

Requests for further information about Canada Post Corporation and its various functions may be directed to:

Corporate Privacy Coordinator
Canada Post Corporation
2701 Riverside Dr
Suite N0643
OTTAWA ON
K1A 0B1

(613) 734-6872/1

Canadian Artists and Producers Professional Relations Tribunal

Chapter 19

General Information

Background

The Canadian Artists and Producers Professional Relations Tribunal was created pursuant to the Status of the Artist Act which received Royal Assent in June 1992. The provisions of the Act creating the Tribunal were brought into force in June 1993. The first members of the Tribunal were appointed in March 1995 and the Tribunal has been operational since the substantive provisions of the Act were brought into force in May 1995.

One of the most important features of the Status of the Artist Act is that it establishes a framework for the conduct of professional relations between independent professional artists and producers within the federal jurisdiction.

The Act guarantees the right of artists to join associations that can represent their professional interests and gives them a mechanism through which to advance their socio-economic interests by guaranteeing the right to bargain collectively with producers for the purpose of reaching agreement on the minimum terms and conditions under which an artist will provide services to those producers. The Act also permits producers to form associations for the purposes of bargaining and entering into scale agreements.

Responsibilities

The Tribunal is the independent quasi-judicial agency established to administer the framework governing professional relations between self-employed artists and producers under federal jurisdiction that is prescribed by the Status of the Artist Act. The Tribunal's principal responsibilities are:

- to define the sectors of cultural activity subject to federal jurisdiction that are suitable for collective bargaining;
- to certify artists' associations to represent these sectors;
- to hear and decide complaints of unfair practices filed by artists, artists' associations and producers and to prescribe appropriate remedies.

The Tribunal reports to Parliament through the Minister of Labour. However, certain provisions of the Act specify a role for the Minister of Canadian Heritage.

Legislation

- Status of the Artist Act

Organization

The Tribunal is composed of a Chairperson, a Vice-chairperson and not less than two or more than four other full-time or part-time members. The Chairperson is the Chief Executive Officer of the Tribunal and is responsible for the management of the staff and supervision of the work of the Tribunal.

Information Holdings

Program Records

Adjudication Files

Description: These records contain the documentation related to the processing of applications and complaints filed by artists, arts organizations and producers with the Tribunal pursuant to the Status of the Artist Act and include public notices, evidence, exhibits, submissions and in some cases transcripts of hearing proceedings, Tribunal decisions and notices of proceedings before higher courts. ***Topics:*** Documents include applications for: certification, determination/declaration, review, consent to prosecute, judicial review as well as complaints, notices to bargain and scale agreements. ***Access:*** Files are arranged by case file, ie. numerically according to the year of application. ***Storage Medium:*** Paper. ***Program Record Number:*** CAPPRT LEG 1300

Reports and Bulletins

Description: Monthly reports on developments in the arts and cultural industries generally including copyright, the broadcasting industry, technological and industrial developments with respect to the Internet; bulletins reporting on the Tribunal's adjudicative and other activities. ***Topics:*** Monthly reports include analysis of copyright, the broadcasting industry, technological and industrial developments with respect to the Internet; the Bulletin provides a summary of decisions issued by the Tribunal, information on developments at the Tribunal and details on a variety of matters of interest to parties bargaining under the Status of the Artist Act.Access: Files arranged by date. ***Storage Medium:*** Paper. ***Program Record Number:*** CAPPRT REP 1700

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration
Administration and Management Services
Audits
Budgets
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Vehicles

Personal Information Banks

Mailing List
Description: This bank contains the names, addresses and telephone numbers of individuals and arts organizations. ***Classes of Individuals:*** Members of the public, media, lawyers, arts professionals, academics. ***Purpose:*** To communicate Tribunal decisions and public announcements to interested members of the public. ***Consistent Uses:*** To inform and distribute materials to individuals, arts organizations and cultural industries. ***Retention and Disposal Standards:*** Disposed of upon request to change address, to remove from list or when mail returned unopened. ***Related to PR#:*** CAPT LEG 1300, CAPT REP 1700 ***TBS Registration:*** 004348 ***Bank Number:*** CAPPRT PPU 001

Classes of Personal Information

In the course of conducting programs and activities, categories of personal information may be accumulated and stored as part of specific adjudication files and may not be retrieved by name of the individual or other personal identifier. Such personal information may be gathered in the course of conducting a hearing or other activity. This form of personal information is retrievable only if specifics are provided concerning the nature of the matter, the date, or the parties involved. The retention period for this class of personal information is controlled by the record schedules of the general subject files in which they are stored. Adjudicative files are retained for thirty years after the last administrative action.

Manuals

- Tribunal Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Artists and Producers Professional Relations Tribunal, its programs and functions, may be directed to:

Access to Information and Privacy CoordinatorCanadian Artists and Producers Professional Relations Tribunal
8th Floor West
240 Sparks Street
Ottawa, Ontario
K1A 1A1

(613) 996-4052
1-800-263-2787

Reading Room

In accordance with the Access to Information Act, an area on the premises of the Tribunal offices has been designated as a public reading room. The address is:

8th Floor West
240 Sparks Street
Ottawa, Ontario
K1A 1A1

(613) 996-4052
1-800-263-2787

Canadian Centre for Management Development
Chapter 20

General Information

Background
On April 14, 1988, the Prime Minister announced the creation of the Canadian Centre for Management Development (CCMD), dedicated to excellence in teaching and research into public sector management, enhancing public sector management capabilities, and promoting a strong corporate culture in the federal public service. On March 27, 1991, new legislation entitled Canadian Centre for Management Development Act (Bill C-34) received Royal Assent and the Act was officially proclaimed on December 1, 1991.

The Act provides for the creation of a departmental corporation under the general direction of a Board of Governors. The composition of the Board is to be equally divided between public and non-public sector (academic and business) representatives. The Clerk of the Privy Council is the Chairman of the Board. Among other public sector representatives, the Secretary of the Treasury Board, the President of the Public Service Commission and the President of the Centre are ex officio governors.

Responsibilities
The Centre focuses on the learning and management development needs of managers in the federal public sector. Programs are open to all managers, at all levels, in all departments and in all regions. In addition, the Centre has a capacity to undertake research on public sector management. This includes the development of case histories on major initiatives that may be used to broaden the range of management programs offered within the federal public service. There is one campus in the National Capital Region (NCR), situated in the historic LaSalle Academy on Sussex Drive in downtown Ottawa. Courses are also offered at existing facilities in most regions of Canada.

The clientele of the Centre includes managers at all levels, members of the Executive Group, Deputy Ministers and Senior Governor-in-Council appointees.

Legislation
- Canadian Centre for Management Development Act

Organization

Office of the President
The President of the Centre is appointed by the Governor-in-Council and has the rank and status of a deputy minister. The President is the Chief Executive Officer of the Centre and has control over the form and content of programs, studies and publications of the Centre, the appointment of staff, the contracting for services and any other authority normally exercised by a deputy head pursuant to a statute or delegated authority. The President also has responsibilities related to Public Service Renewal. The other positions reporting to the President are listed below.

♦ Program Services
The Director General of Program Services is responsible for the provision of all functions related to finance, administration, evaluation, information management (including information services and informatics), and human resources as well as the registration of participants.

♦ Communications and Outreach Group
The Director General, Communications and Outreach Group, is responsible for overseeing all communication and dissemination activities to ensure a coordinated approach to corporate promotion and marketing.

♦ Career Development Programs Group
The Director General, Career Development Programs, is responsible for the provision of learning programs related to corporate recruitment, assessment and development initiatives. Some programs, such as the Accelerated Executive Development Program (AEXDP), are offered to members of the Executive Group. Other programs, such as the Management Trainee Program (MTP) and the Career Assignment Program (CAP), are designed for feeder groups to the Executive category. In addition, short programs are offered to managers.

♦ Corporate Learning Programs Group
The Director General, Corporate Learning Programs, is responsible for learning programs that equip critical masses of Public Service executives and managers, most of whom are not participants in corporate development programs, to become leaders and learners and to implement strategic change reflecting the values of the Public Service of Canada. Offerings include leadership programs; strategic learning programs dealing with service, policy, diversity and Aboriginal issues; and law programs.

♦ Strategic Research and Planning Group
The Director General, Strategic Research and Planning, is responsible for the conduct and publication of research projects on a wide range of public sector management issues and concerns, the administration of a fellowship program for senior public and private sector officials and academics, and the management of contributions given

to a variety of management organizations and associations.

♦ International Cooperation

The Vice-President, International Cooperation, is responsible for creating a single window to broker requests from other countries for access to Canadian public sector expertise. This window will be supported by a partnership of Canadian federal departments and agencies and eventually other suppliers of public sector expertise, including other levels of government, universities and colleges, non-governmental organizations and private sector organizations. The goals are to support public sector management in other countries, provide global exposure and learning opportunities for Canadian public servants, and to market Canadian public sector know-how more effectively. Within this partnership, the Canadian Centre for Management Development will also lead a coalition of organizations working internationally in the fields of governance and public management.

♦ Learning Events

The Director General, Learning Events, is responsible for the development and management of events that create learning opportunities for public service managers across the country in areas of prime importance to the federal government. Many of those events such as the Armchair discussion series, the ADM Forum and the EX induction program are planned and managed in cooperation with CCMD's federal government partners.

Information Holdings

Program Records

Case Studies
Description: Includes subjects relating to the various case studies developed by the CCMD faculty members for use in the delivery of its programs. ***Program Record Number:*** CMD CMD 035

Management Topics
Description: Includes any and all information with regards to management topics that are currently being researched by CCMD for either the development of future product offerings or for information purposes. ***Program Record Number:*** CMD CMD 045

Product Delivery - Orientation
Description: Includes subjects relating to product deliveries developed by CCMD to help Federal Government managers orient themselves to their positions. ***Program Record Number:*** CMD CMD 010

Product Delivery - Programs Requiring Selection Process
Description: Includes subjects relating to product deliveries developed by CCMD that require a selection process. This includes records concerning Career Assignment Program, Overview of Government, Managing Government Agencies, Management Trainee Program and the Accelerated Executive Development Program. ***Program Record Number:*** CMD CMD 015

Product Delivery - Programs Open to all Managers
Description: Includes subjects relating to product deliveries developed by CCMD that are open to all managers. This includes records concerning offerings such as Coaching for Breakthroughs and Commitment, How Ottawa Works, Leadership: Reflection and Action, Administrative Tribunal Members Program. ***Program Record Number:*** CMD CMD 055

Product Development and Delivery
Description: Includes original thinking and general subjects relating to product development and delivery operations and activities at CCMD. ***Program Record Number:*** CMD CMD 005

Product Development and Delivery - International
Description: Includes original thinking and general subjects relating to areas of cooperation with other governments, including product development and delivery operations and activities at CCMD. Includes projects accepted or refused. Documentation and correspondence from partner federal, provincial and municipal institutions, associations, colleges, universities, research institutes, commissions, crown corporations and private sector firms working in the field of governance and public administration as well as consulates, embassies and cultural offices and international organizations. Includes documentation from conferences, meetings and symposiums attended or hosted by CCMD. ***Program Record Number:*** CMD CMD 050

Research Program
Description: Includes subjects relating to the various research projects handled by CCMD. This includes records such as correspondence, reports, studies concerning agendas, projects, guidelines, planning, proposals not funded, research proposals and document review. ***Program Record Number:*** CMD CMD 030

Seminars, Workshops, Courses
Description: Includes subjects relating to seminars, workshops, courses and other learning events offered by CCMD to federal government managers. This would include records such as correspondence, completed forms, evaluations, course materials, agendas, timetables. ***Program Record Number:*** CMD CMD 025

Personal Information Banks

Individual Data Base

Description: This information bank contains basic information on course and other training activities of the Centre, on actual and potential clients, on internal and external resources employed by the Centre and all persons with which CCMD has contact. ***Class of Individuals:*** Individuals, principally members of the management category of the Canadian federal public service, who have contact with the Canadian Centre for Management Development. May also contain information on members of the private (business) sector or other levels of government who attend CCMD-sponsored activities. ***Purpose:*** The purpose of this information bank is to establish and maintain files on actual and potential clients in order to facilitate the registration of these individuals to CCMD activities, to have information available to determine our client profile to help in the development and delivery of products offered by the Centre. This information bank also permits the establishment and maintenance of distribution lists such as the list of departmental training coordinators to whom CCMD publicity material is sent in bulk. ***Consistent Uses:*** This information bank serves to identify potential clients and resources for activities offered by the Centre. ***Retention and Disposal Standards:*** The files are retained as long as the information is still valid. ***TBS Registration:*** 003329 ***Bank Number:*** CMD PPU 010

Registration Information System

Description: This information bank may contain basic information on participants and administrative data on training activities at the Canadian Centre for Management Development. ***Class of Individuals:*** Individuals, mainly members of the management category of the federal public service, who have taken or are registered on a training activity sponsored by the Canadian Centre for Management Development. May also contain information on members of the private (business) sector or other levels of government who attend CCMD-sponsored activities. ***Purpose:*** This information bank exists to establish and maintain files on CCMD activities and participants to these training and development activities. ***Consistent Uses:*** The information bank provides data necessary for the delivery of training activities offered by the Centre. ***Retention and Disposal Standards:*** The files are kept for a five-year period following the end of the training activity, and are then destroyed. ***TBS Registration:*** 003328 ***Bank Number:*** CMD PPU 005

Manuals

- CCMD Policy for Grants and Contributions
- CCMD Registration and Product Delivery Systems
- Copyright and the Trainer (PSC)
- Graphic Standards Manual
- Interchange Canada Directive
- Management Trainee Program Manual (PSC)
- Treasury Board Manuals

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about CCMD's various programs and functions may be directed to:

Canadian Centre for Management Development
Program Services
P.O. Box 420,
Station A
Ottawa, Ontario
K1N 8V4

Tel: (613) 947-9338

Fax: (613) 947-3668

Reading Room

National Capital Region

The library at the De La Salle campus has been designated as a public reading room under the Access to Information and Privacy Acts. The address is:

Canadian Centre for Management Development
373 Sussex Drive
Room C-102
Ottawa, Ontario
K1N 8V4

Canadian Centre for Occupational Health and Safety

Chapter 21

General Information

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a corporation under Schedule II of the Financial Administration Act, created by Parliament in April, 1978 to act as a national institute to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and federal, provincial and territorial governments.

Responsibilities

CCOHS promotes a healthier and safer workplace by providing a free occupational health and safety inquiries service to Canadians in both official languages while providing a cost recovery print and electronic information delivery service. The cost recovery service includes publications, training, online electronic services (CCINFOWeb), a CD ROM subscription service (CCINFOdisc), a magnetic tape service, and a diskette service.

Specialized CD ROMs are also offered containing the full text occupational health and safety and environmental legislation, and multimedia education/training packages. Another CD ROM contains regulatory and advisory information on chemicals in the workplace and the environment.

Four membership options are offered to organizations which are interested in supporting the Canadian Centre for Occupational Health and Safety and promoting the fundamental right of all Canadians to a healthy and safe workplace.

Legislation

- Canadian Centre for Occupational Health and Safety Act
- Financial Administration Act, Schedule II

Organization

CCOHS is a corporation under Schedule II of the Financial Administration Act. Its policies are established by the Council of Governors, which consists of a chairman and 12 representatives from labour, employers' organizations, the Council and the federal, provincial and territorial governments. It meets three times a year in Hamilton. The Chairman is appointed by federal Order-in- Council. The President and Chief Executive Officer supervises and directs the work and staff of the Centre.

There are five directorates through which the program is delivered.

Corporate Management

Provides the direction and management of operations at CCOHS.

Inquiries Service

Responds directly to occupational health and safety inquiries from the public.

Health and Safety Products and Services

Provides occupational health and safety products and services to businesses, labour organizations, governments media, and health and safety professionals.

Client Services

Provides the promotion, communication, and customer service for the products available from CCOHS.

Computer Systems and Services

Provides the technical structure and support services for the production and promotion of occupational health and safety products.

Information Holdings

Program Records

CCINFO

Description: CCINFO is CCOHS' electronic information service which consists of delivery of occupational health and safety information.

Databases accessible through CCOHS' electronic services:

- Material Safety Data Sheet (MSDS) is a database of more than 85,000 material safety data sheets as supplied by more than 600 contributors.
- CHEMINFO is a database of comprehensive, practical summarized OSH information on chemicals. Each profile provides a detailed evaluation of health, fire and reactivity hazards, also recommendations on topics such as storage, handling, personal protective equipment, accidental release, first aid and hazard classifications including WHMIS and OSHA.
- Chemical Evaluation Search and Retrieval System (CESARS)is a database that contains comprehensive environmental and health information on chemicals. It provides detailed descriptions of chemical toxicity to humans, mammals, aquatic and plant life, as well as

data on physical-chemical properties, and environmental fate and persistence. CESARS is divided into twenty-three topic areas, all contain references and most have topic summaries of key information.

- Domestic/Non-Domestic Substances List(DSL/NDSL) is a database created in accordance with the Canadian Environmental Protection Act (CEPA) by Environment Canada. The DSL defines "existing" substances in Canada. The NDSL specifies substances, other than those on the DSL, that were in world commerce, based on the 1985 us toxic substances control act (TSCA) chemical inventory.
- New Jersey Hazardous Substance Fact Sheets (NJHSFS)provides workers, employers, emergency responders, and other with essential information on the hazards and safe use of industrial chemicals and environmental contaminants. Fact sheets contain basic summarized information on the hazards, safe storage, handling, control measures, first aid, and emergency procedures for common chemicals.
- Chemical Hazards Response Information System (CHRIS) is a comprehensive source of emergency response information including health hazards, first-aid, fire hazards, chemical reactivity, transport/handling and more, for over 1,200 common materials.
- Canadian Studies database is a directory of recent Canadian studies in the field of occupational health and safety.
- Transport of Dangerous Goods database contains Canadian hazardous materials shipping information applicable to truck or rail transport. This database provides regulatory information such as shipping name, product identification number, hazard classifications, reportable limits and special provisions for transport. Also included are the North American emergency response guidelines.
- Transport 49CFR database provides U.S. regulatory information on thousands of hazardous materials, the CERCLA reportable quantity list and the list of marine pollutants. It also includes shipping name, hazard classification, labels, special provisions and reportable quantities etc. The North American emergency response guides are included in most records which details information on potential hazards and actions for emergency response.
- Resources database contains a directory of Canadian organizations and people involved in the field of occupational health and safety. Records are as provided by contributors.
- Canadiana is a database which includes annotated references to occupational health and safety documents published in Canada, about Canadian subjects or by Canadian authors. It also includes references on reports, articles, conference proceedings, monographs and unpublished materials.
- Case Law is a database containing summaries of cases and decisions related to occupational health and safety from jurisdictions across Canada. Information on the cases includes, for example, jurisdiction, forum, year and summary. Data are contributed by the organizations which actually prepare the summaries.
- Essentials is a bibliographic database providing essential references in various health and safety areas. Topics and references are selected by CCOHS subject specialists to provide users with necessary or key information on a topic..
- Fatality Reports database provides information about the circumstances surrounding occupationally related fatalities. Data are taken from reports on inquests and inquiries into occupationally related fatalities across Canada.
- Noise Levels database measures the noise level in actual work situations involving different types of equipment and occupations in various industries. Data are taken from the results of measurements from both published and unpublished sources.
- Mining Incidents database contains descriptive information on occupational health and safety incidents in mining.
- MOLINDEX database provides references to labour issues, including occupational health and safety. It covers selected periodicals, reports, conference proceedings and data sheets.
- Directory of Occupational Safety and Health Legislation in Canada provides references to the acts and regulations aiming especially at the safety and health of working people in Canada.
- Occupational Health and Safety Software Packages is a database which provides descriptions of commercial computer software programs in the following areas: chemical hazards management; occupational medicine; disability management and workers' compensation administration; emergency planning and response;
safety; audiometric testing; computer aided instruction; ergonomics.
- CISILO is a bibliographic database with international coverage of occupational health and safety documents.
- International Directory of OSH Institutions database contains information on the responsibilities and activities of more than 300 key organizations operating in the sphere of occupational health and safety in 93 member states of the international labour office (ILO).
- INET-Research Projects (INRS) is an International directory of research projects that are planned or currently underway on the prevention of occupational risks.

- INOR-Organizations (INRS)is an International directory of organizations that conduct research on the prevention of occupational risks, whether or not this is their main activity.
- INRS-bibliographie is a bibliographic database, in french, covering the international literature available on the prevention of occupational hazards; emphasis is placed on french-language literature.
- Document Information Directory System (DIDS) provides a listing of National Institute for Occupational Safety and Health (NIOSH) publications and reports which can be ordered from NIOSH, the U.S. Government Printing Office (GPO) or the National Technical Information Service (NTIS)
- HSELINE is a database containing more than 200,000 citations with abstracts to worldwide literature on occupational safety and health. It covers all U.K. health and safety commission and health and safety executive publications as well as a wide range of periodicals, books, conference proceedings, reports, and legislation. It is predominantly oriented towards safety and industrial hazards.
- NIOSHTIC® is a bibliographic database with international coverage of occupational health and safety.
- RTECS® is a registry of toxicity data and regulatory information for chemical substances. It includes reviews, hazard classifications, occupational exposure limits and references to U.S. standards and regulations.
- The Chemical Advisor® is a database which provides access to four chemical regulatory databases on over 24,500 chemicals achieved by consolidating over 225 chemical lists from 50 agencies and authoritative sources. It includes fully compiled current regulatory information, proposed changes, and reporting requirements as well as principal health and environmental concerns.
- NIOSH Pocket Guide to Chemical Hazards (NPG) is a concise, highly organized source of general industrial hygiene information in electronic form. This version of the NPG gives important industrial hygiene data on 677 hazardous workplace chemicals or substance groups which has been updated, expanded and is easy to use.
- Canadian ENVIROOSH Legislation is a database which contains complete text, including graphics, of Canadian federal, provincial, and territorial occupational and environmental health and safety acts, regulations, guidelines and codes of practice from all Canadian jurisdictions.
- Canadian ENVIROOSH Legislation Plus Standards is a database which contains complete text, tables and graphics of all federal, provincial, territorial occupational and environmental legislation, health and safety acts, regulations, guidelines and codes of practice from all Canadian jurisdictions plus the complete text of those standards referenced in the legislation.
- Unjust Dismissal — Human Resources Development Canada (HRDC) – Labour Program CD-ROM provides details of cases under the Canada Labour Code(CLC). It includes details about the employer/employee, type of industry/occupation, and summaries of decisions made
at various stages of the proceedings and is updated semi-annually.
- Case Law — Human Resources Development Canada (HRDC) – Labour Program CD-ROM includes excerpts of CCOHS' case law database which provides health and safety related cases and decisions specific to the Canada Labour Code (CLC) and is updated semi-annually.
- EAP Providers – Human Resources Development Canada (HRDC) – Labour Branch CD-ROM (created by the Canadian Centre on Substance Abuse) is a bilingual database providing detailed information on more than 200 providers of services for employees with personal and family problems including alcohol and other drugs. Information includes kinds of services available, whether providers are accredited, level of staff qualifications, number of current contracts held by each provider, etc.
- TOXLINE® on CCINFOdisc is a collection of toxicological information from the U.S. National Library of Medicine (NLM), containing over 800,000 references to published material and research in progress in the areas of environmental pollution, reproductive effects of chemicals, food and water contamination, occupational hazards, and more. It includes references from 15 secondary sources for 1981 to present.
- HSDB® on CCINFOdisc is considered a key reliable resource on hazardous chemicals, the Hazardous Substances Data Bank® produced by the U.S. National library of Medicine (NLM) provides detailed data on the toxic effects, environmental fate and health and safety concerns of over 4,400 hazardous chemicals. Over 150 different information fields are available in these comprehensive chemical profiles. It includes carcinogenicity and biomedical effects, analytical and monitoring methods, exposure standards and regulations. ***Program Record Number:*** OHS ISS 055

Inquiries

Description: Answers questions on specific occupational health and safety matters. ***Topics:*** Chemical hazards, physical hazards, occupational diseases, biological hazards, psycho social issues, occupational safety, ergonomics, occupational health and safety administration. ***Program Record Number:*** OHS IRS 041

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

Studies on Information Sources in Occupational Health and Safety

Description: The RESOURCES database contains information on people including their areas of interest and activities in occupational health and safety. ***Class of Individuals:*** Individuals who are active in the field of occupational health and safety. Includes people from labour, government, industry, educational institutions and professional associations. ***Purpose:*** This bank provides a centralized current information source on persons and activities in occupational health and safety in Canada. ***Consistent Uses:*** To be used at CCOHS to facilitate information provision services and by the public to improve communication and information sharing in occupational health and safety in Canada. ***Retention and Disposal Standards:*** Records are retained until updates are received or disposal requested. ***PAC Number:*** 86-010 ***TBS Registration:*** 001608 ***Bank Number:*** OHS PPU 005

Manuals

- CCOHS General Administration Manual
- Health and Safety Procedures Manual
- Tape Service Manuals
- Your guide to CCINFOdisc (DOS, Windows and MacIntosh)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

Inquiries Service
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6

Tel: (905) 572-4400

Tel: 1-800-263-8466

Fax: (905) 572-4500

Reading Room

Facilities in Documentation Resources have been designated as a public reading room in accordance with the Access to Information Act. The address is:

250 Main Street East
Hamilton, Ontario.

Canadian Commercial Corporation
Chapter 22

General Information

Background
A federal Crown Corporation established in 1946 by an Act of Parliament, CCC is the official export sales agency of the Government of Canada. It has a broad legislated mandate: "to assist in the development of trade between Canada and other nations".

Responsibilities
CCC is an integral part of the Government of Canada's trade team offering services which complement the export financing and insurance activities of Export Development Corporation as well as the market intelligence and promotional activities of the Department of Foreign Affairs and International Trade (DFAIT) and other federal departments and agencies.

CCC provides Canadian exporters with a range of export sales, consulting, contract management and access to pre-shipment financing services to help them win sales on better terms, in a variety of market sectors around the world.

The Corporation specialises in sales to foreign governments and international organisations, particularly in the aerospace and defence markets and is responsible for maintaining the Canada/U.S. Defence Production Sharing Agreement (DPSA), which provides access for Canadian companies selling to the U.S. Department of Defence.

CCC also assists foreign buyers to identify sources of supply in Canada and may act as a prime contractor when foreign buyers are sourcing Canadian products and/or services, whether they are sole source or competitive tendering.

Legislation
- Canadian Commercial Corporation Act

Organization
The board of directors is comprised of Canadian business executives, public service officials and the President of the Corporation. The President and Chief Executive officer directs the business of the Corporation and exercises further power and duties as assigned by the Board.

♦ Human Resources & Administration
The unit oversees the human resources, administration, health and safety, official languages, translation and security requirements of the Corporation.

♦ Business Development & Strategic Planning
This unit is responsible for increasing awareness of CCC services among exporters and trade intermediaries. It works to increase CCC linkages and partnerships with federal trade departments and agencies, provincial agencies, trade associations and financial institutions. It focuses on sectoral marketing, communications, promotes contact with buying agencies where CCC offers advantages, identifies new opportunities for exporters and matches them to Canadian sources of supply and develops new services to meet exporters' needs. This unit is also responsible for planning and implementing the IM/IT infrastructure for the Corporation.

♦ International & U.S. Business
These units handle all CCC contract operations in both U.S. and International markets, including preparation of bids and proposals, contract negotiations and contracting administration as well as account marketing and liaison. These units are also responsible for the Progress Payment Program that gives access to pre-shipment financing to some small and medium sized enterprises.

♦ Risk and Financial Services
This unit is responsible for ensuring sound financial and risk management practices for all policies and programs of the Corporation.

Information Holdings

Program Records

Canadian Commercial Corporation Files
Description: The Corporation's files contain information relating to contracts concluded with foreign governments and international agencies on behalf of Canadian suppliers. ***Topics:*** Exports, contracts; defense industry; developing countries; foreign governments; foreign trade; international trade; supplier listings and contracts; trade development; international financial institutions. ***Program Record Number:*** CCC CCC 005

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standards Program Records and a description of their contents.

Accounts and accounting

Acts and legislation

Administration

Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Equipment and Supplies
Employment and Staffing
Finance
Furniture and Furnishings
Human Resources
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development

Additional Information

Please see the INSTRUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation and its various programs and functions may be directed to the following:

Business Development and Strategic Planning
Canadian Commercial Corporation
50 O'Connor Street
Suite 1100
Ottawa, Ontario
K1A 0S6

(613) 996-0034

1-800-748-8191

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room.The address is:

50 O'Connor Street
Suite 1100
Ottawa, Ontario

Hours of operation are from 09:00 to 17:00, Monday to Friday.

Canadian Cultural Property Export Review Board
Chapter 23

General Information

Background
The Cultural Property Export Review Board was established through the Cultural Property Export and Import Act on September 6, 1977. The duties of the Review Board as set out in section 20 of the Act are: pursuant to section 29, to review applications for export permits; pursuant to section 30, to make determinations respecting fair cash offers to purchase; and pursuant to section 32 and section 33.1, to make determinations and redeterminations for the purpose of subparagraph 39(1)(a)(i.1) or 110(1)(b.1) of the Income Tax Act.

Administrative services to the Review Board are provided through the Department of Canadian Heritage by the Movable Cultural Property Secretariat. All Review Board files are housed with the Secretariat. The personal information they contain pertains to members of the Review Board, applications for grants, loans, cultural property export permits, appeals against the refusal of cultural property export permits and applications for the certification of cultural property submitted on behalf of donors or vendors. Application forms are filed by number but can be accessed through a manual cross-index or automated system containing the name of the appellant (in the case of an appeal) or the donor/vendor (in the case of certification). Review Board member files are maintained in alphabetical order.

Responsibilities
The Review Board is responsible for preserving in Canada significant examples of Canadian heritage in movable cultural property, reviewing applications for export permits, making determinations on fair cash offers to purchase and making determinations for the purposes of the Income Tax Act. It also provides advice to the Minister of Canadian Heritage on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the Minister, pursuant to section 35 of the Act, grants and loans to designated institutions and public authorities in Canada for the purchase of objects for which permits have been refused under the Act, or for the purchase of cultural property outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

In reviewing an application for an export permit the Board must determine whether the object in question: is included in the Canadian Cultural Property Export Control List; is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities or its value in the study of the arts or sciences; is of such a degree of national importance that its loss would significantly diminish the national heritage.

Where the Review Board determines that the cultural property subject of an application meets the criteria of outstanding significance and national importance, and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old or made by a living person may qualify. It should also be noted that a certified cultural property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent tax credit provision under the Income Tax Act.

Legislation
- Cultural Property Export and Import Act

Organization
♦ **Movable Cultural Property Secretariat**
The Secretariat provides administrative services to the Review Board and coordinates the export control system.

Information Holdings

Program Records
Cultural Property Exports and Imports
Description: Information on the export of cultural objects in the "National Treasure" category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the Cultural Property Export and Import Act. ***Topics:*** Implementation of the Cultural Property Export and Import Act; export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors. ***Program Record Number:*** CPE CPI 005

Personal Information Banks
Appeals
Description: An applicant for a cultural property export permit, whose permit is refused by an expert examiner,

may appeal this decision to the Canadian Cultural Property Export Review Board. The process of appeal, including the disposition of the relevant information, is set out in section 29 of the Cultural Property Export and Import Act. The information in this bank includes the original permit application, the advice of the expert examiner and any other experts consulted, and administrative correspondence related to the conduct of the appeal. In each case, the information contained in an appeal file is shared with all interested parties. ***Class of Individuals:*** Individuals seeking to export cultural property which is subject to control. ***Purpose:*** To determine if an export permit should be granted. ***Retention and Disposal Standards:*** Files are kept for ten years. ***PAC Number:*** 79-002 ***Related to PR#:*** CPE CPI 005 ***TBS Registration:*** 000116 ***Bank Number:*** CPE PPU 005

Certification

Description: The purpose of this bank is to enable the Review Board to make determinations concerning the certification of cultural property for income tax purposes, and to issue cultural property income tax certificates. The application files contain information concerning the fair market value of objects being transferred to designated institutions by individual donors or vendors. Material held in the bank includes the application, appraisals, declaration of authenticity, information on provenance, significance of the object and, in the case of a sale, the purchase price. Copies of any advice from experts consulted and a copy of the tax certificate are also included. ***Class of Individuals:*** Individuals who donate or sell cultural property to designated Canadian cultural institutions. ***Purpose:*** Certification of cultural property for income tax purposes and the issuance of cultural property income tax certificates. ***Retention and Disposal Standards:*** Files are retained for ten years and are then transferred to the National Archives of Canada. ***PAC Number:*** 79-002 ***Related to PR#:*** CPE CPI 005 ***TBS Registration:*** 000117 ***Bank Number:*** CPE PPU 010

Certification - Appeals Before the Tax Court

Description: In accordance with section 33.1 of the Cultural Property Export and Import Act, redeterminations of fair market value made by the Canadian Cultural Property Export Review Board may be appealed to the Tax Court of Canada. Any person who has irrevocably disposed of an object, the fair market value of which has been redetermined under subsection 32(5), to a designated institution or public authority may, within ninety days after the day on which a Cultural Property Income Tax Certificate is issued in relation to that object, appeal the redetermination to the Tax Court of Canada. Material held in the bank includes the Notice to Appeal filed with the Tax Court, correspondence with legal counsel, reports prepared by expert witnesses, court documents, copies of the original tax certificate, correspondence, and application for certification of cultural property for income tax purposes. **Note:** Some of these records may be protected by solicitor client privilege. ***Classes of Individuals:*** Individuals who donate or sell cultural property to designated institutions. ***Purpose:*** The Tax Court of Canada may confirm or vary the fair market value of the object determined by the Review Board in respect of its disposition. ***Retention and Disposal Standards:*** Files are retained for ten years and are then transferred to the National Archives of Canada. ***PAC Number:*** 94/010 ***TBS Registration***: 004255. ***Bank Number:*** CPE PPU 030

Export Permits

Description: In accordance with section 4 of the Cultural Property Export and Import Act, an export permit must be obtained for cultural property which is more than 50 years old and made by a person who is no longer living. The permit application procedures are set out in the Act and the regulations. This bank contains original permit applications and supporting documentation, including correspondence and photographs. ***Class of Individuals:*** Applicants for export permits and general export permits. ***Purpose:*** The information was compiled in accordance with the regulations established under the Cultural Property Export and Import Act for export controls affecting cultural property. ***Retention and Disposal Standards:*** Files are retained for ten years and are then transferred to the National Archives of Canada. ***Related to PR#:*** CPE CPI 005 ***TBS Registration:*** 002588 ***Bank Number:*** CPE PPU 015

Permit Officers, Expert Examiners and Applications for Grants and Loans

Description: This bank contains information about individuals designated as permit issuing officers and expert examiners for the purposes of export controls affecting cultural property. Permit issuing officers are employees of Revenue Canada who issue the permits, while expert examiners are employees of curatorial institutions who make determinations about the objects being exported. Grants for the purchase of cultural property are available for objects for which export permits have been refused, or which are located outside of Canada and are related to the Canadian national heritage. ***Class of Individuals:*** Employees of Revenue Canada; museum curators; dealers and collectors of cultural property. ***Purpose:*** The information has been compiled to maintain listings of permit issuing officers and expert examiners responsible for ensuring the efficient operations of the export control system. Information about individuals selling cultural property is required to establish their eligibility for a grant. ***Retention and Disposal Standards:*** Files are retained for ten years and then transferred to the National Archives of Canada. ***Related to PR#:*** CPE CPI 005 ***TBS Registration:*** 002587 ***Bank Number:*** CPE PPU 020

Review Board Members

Description: Section 18 of the Cultural Property Export and Import Act establishes the Canadian Cultural Property Export Review Board and defines the composition of its membership. Information in this bank includes the curricula vitae of members, Orders-in- Council appointing

them to the Board, correspondence, travel expense claims, press releases and articles by and about members. ***Class of Individuals:*** Members of the public; curators; dealers and collectors. ***Purpose:*** The information was compiled to determine the professional qualifications of individuals and their eligibility for membership on the Board. Some information is also used in the completion of travel documentation and for remuneration of members. ***Retention and Disposal Standards:*** Files are retained for ten years and are then transferred to the National Archives of Canada. ***Related to PR#:*** CPE CPI 005 ***TBS Registration:*** 002589 ***Bank Number:*** CPE PPU 025

Manuals

- Applications for Certification of Cultural Property for Income Tax Purposes - Information and Procedures
- Designation of Institutions and Public Authorities - Information and Procedures
- Exporting Cultural Property from Canada. This publication includes:
  - Canadian Cultural Property Export Control List
  - Canadian Cultural Property Export and Import Act
  - Cultural Property Export Guide
  - Regulations Respecting the Export from Canada of Cultural Property

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Canadian Cultural Property Export Review Board
15 Eddy Street, 3rd Floor
Hull, Quebec
K1A 0M5

(819) 997-7761

Reading Room

The library of the Department of Canadian Heritage has been designated as a public reading room in accordance with the Access to Information Act. The address is:

15 Eddy Street, 3rd Floor
Hull, Quebec

Canadian Dairy Commission
Chapter 24

General Information

Background
The Canadian Dairy Commission, established by the Canadian Dairy Commission Act in October 1966, is accountable to Parliament through the Minister of Agriculture and Agri-Food. A chairman and chief executive officer, a vice-chairman and a commissioner are appointed by Governor in Council to head the corporation. Funded by the federal government, producers and the marketplace, the Commission strives to balance and serve the interests of all dairy stakeholders – producers, processors, further processors, exporters, consumers and governments.

Responsibilities
The objectives of the Commission are to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment, and to provide consumers with a continuous and adequate supply of dairy products of high quality.

The Commission has the authority to purchase, store, process or sell dairy products; to make payments to milk and cream producers for the purpose of stabilizing the price of industrial milk and cream; to investigate matters relating to the production, processing or marketing of any dairy product; and to help promote the use of dairy products.

In meeting its legislated objectives, the Commission calculates support prices at which it will purchase butter and skim milk powder. These prices are used as a reference at the provincial level in pricing milk components sold to processors. It also works with the private sector to balance the seasonal demand and supply of industrial milk products for the domestic market and facilitates the export of those products which are surplus to Canadian requirements.

The supply of industrial milk and cream is managed nationally through the establishment of Market Sharing Quotas (MSQ) as determined by provisions of the National Milk Marketing Plan. The Commission, in chairing the Canadian Milk Supply Management Committee (CMSMC), calculates and recommends the level of national MSQ and provincial market shares that are determined by the CMSMC.

The Commission administers the federal subsidy payment to producers which reduces the price required by producers from the marketplace, thereby moderating consumers' costs for dairy product purchases.

Legislation
- Canadian Dairy Commission Act
- Farm Income Protection Act

Organization
CDC policy analysts, agricultural economists, financial and marketing specialists, communications specialists, and support staff carry out work which ranges from helping industry develop broad dairy policies and setting the national quota for industrial milk, to assessing the changing demand for dairy products, and facilitating the export of dairy products on the world market.

Information Holdings

Program Records

Domestic Seasonality Programs
Description: Information on dairy processors using the program to balance the seasonal demand and supply of butter, skim milk powder and certain concentrated milk products for the domestic market. ***Access:*** Files arranged by project and by businesses. ***Storage Medium:*** EDP Systems. ***Program Record Number:*** CDC-COM-070

Domestic Dairy Product Innovation Program
Description: Information on milk provided to processors in addition to provincial quota allocations to facilitate the introduction to the domestic market of new, made-in-Canada products containing milk ingredients. ***Access:*** Files arranged by project and by companies. ***Storage Medium:*** EDP systems. ***Program Record Number:*** CDC-POL-005

Optional Export Program
Description: Information on the production of milk over established individual and provincial quota volumes for identified export market opportunities. ***Access:*** Files arranged chronologically by company. ***Storage Medium:*** EDP systems. ***Program Record Number:*** CDC-INT-015

Pooling
Description: Information on the provincial utilization and revenues from sales of all milk by sub-class. ***Access:*** Files arranged by project and by province. ***Storage Medium:*** EDP Systems and hard copy files. ***Program Record Number:*** CDC-SOP- 050

Special Class Milk

Description: Information on processors, further processors and suppliers using the permits issued by CDC to help maintain a competitive domestic and international market. ***Access:*** Files arranged by project. ***Storage Medium:*** EDP Systems. ***Program Record Number:*** CDC-INT-025

Subsidy Payments and Rules

Description: Information on milk production and producers' eligibility for and payment of subsidy to milk producers on qualifying shipments of industrial milk and cream. ***Access:*** Files arranged by registration number sequence and province. ***Storage Medium:*** EDP systems, microfilm. ***Program Record Number:*** CDC SOP 055

Surplus Removal Program

Description: Information on transactions with regard to the Canadian dairy surplus exported either directly by CDC or by processors. ***Access:*** Files arranged by project. ***Storage Medium:*** EDP Systems. ***Program Record Number:*** CDC-COM-075

Personal Information Banks

Milk Producers' Records

Description: The records contain farmland postal address, financial reports, amount of subsidy paid and the production data. ***Class of Individuals:*** Milk producers ***Purpose:*** This bank exists to register and furnish information and data necessary for payment of the federal dairy subsidy. ***Consistent Uses:*** This bank is used for the administration of the dairy policy and operation of the dairy program. ***Retention and Disposal Standards:*** These files are retained indefinitely. ***TBS Registration:*** 002997 ***Bank Number:*** CDC PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Canadian Dairy Commission, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry.

This form of personal information is normally retrievable only if requests include general background on the circumstances under which an individual contacted the Commission and an approximate time-frame. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various programs and functions may be directed to:

Strategic Planning, Policy and Communications
Canadian Dairy Commission
1525 Carling Avenue
Ottawa, Ontario
K1A 0Z2

(613) 792-2035
(613) 998-4492 (fax)

E-mail: cdc-ccl@em.agr.ca

Internet address: http://www.cdc.ca

Canadian Environmental Assessment Agency
Chapter 25

General Information

Background
The Canadian Environmental Assessment Agency (the Agency) was created on December 21, 1994 to administer the federal environmental assessment process under the Canadian Environmental Assessment Act. The Agency replaced the Federal Environmental Assessment Review Office (FEARO), and reports directly to the Minister of the Environment. Its mission is to provide effective means of integrating environmental factors into federal planning and decision-making in a manner that takes into account public values and the goal of sustainable development.

Responsibilities
The Agency's main responsibilities are: to administer the federal environmental assessment process; to provide legal, procedural and policy advice to the Minister of the Environment on the Minister's responsibilities under the Act; to provide opportunities for public participation in the federal environmental assessment (EA) process and to promote sound environmental assessment practices.

Legislation
The Canadian Environmental Assessment Act and its regulations: the Law List, Comprehensive Study List, Inclusion List and Exclusion List, the Projects Outside Canada Environmental Assessment Regulations and the Coordination by Federal Authorities of Environmental Assessment Procedures and Requirements Regulations.

Organization
The Agency is divided into three main sectors: Program Delivery, Policy Development and Corporate Services.

PROGRAM DELIVERY SECTOR

♦ PROJECT ASSESSMENT
Project Assessment develops and manages effective and independent public reviews and mediations to fulfil the Agency's mission and manages the Participant Funding Program.

It also undertakes and manages the Agency's responsibilities for comprehensive studies and class screenings; and advocates timely, efficient, high quality environmental assessments of projects.

♦ REGIONAL LIAISON AND GUIDANCE
Regional Liaison and Guidance provides the Agency's clients with information, advice and services to enhance the quality of environmental assessment and promotes compliance with the Act and its regulations. It provides advice and training on good environmental assessment practices.

The regional offices work with other federal departments and agencies, the provinces and other clients to coordinate and harmonize assessment requirements and procedures for specific project reviews.

Regional Liaison and Guidance also provides advice and support services to the federal administrator of the James Bay and Northern Quebec Agreement (JBNQA); and, manages the environmental assessment processes established under the JBNQA and related environmental assessment.

POLICY DEVELOPMENT SECTOR

♦ LEGISLATIVE AND REGULATORY AFFAIRS
Legislative and Regulatory Affairs provides a legislative and regulatory framework for integrating environmental assessment into federal decision making; monitors and promotes compliance within that framework; and explores alternatives to regulations.

It provides support to the Regulatory Advisory Committee and the Senior Management Committee on Environmental Assessment.

♦ POLICY ANALYSIS
Policy Analysis facilitates the consistent application of federal environmental assessment requirements through interdepartmental co-ordination and harmonization with environmental assessment processes of provinces and other jurisdictions.

It provides advice on Aboriginal environmental assessment matters to the Agency and other clients in order to shape the federal approach to integrating environmental assessment requirements into comprehensive land claims agreements, self government agreements and federal devolution initiatives.

CORPORATE SERVICES SECTOR

♦ COMMUNICATIONS
Communications provides communications advice and specialized information management services to internal and external clients in support of the Agency's objectives; promotes environmental assessment to the public; and manages the Federal Environmental Assessment Index (FEAI), the Agency's Internet site and a communications program which facilitate informed public participation in the federal environmental assessment process. The FEAI can be accessed at http://www.ceaa.gc.ca.

♦ FINANCE AND ADMINISTRATION
Finance and Administration provides financial and administrative advice to the Agency; including the development of mechanisms for cost recovery.

♦ HUMAN RESOURCES
Human Resources provides professional advice and human resources services to all of the Agency's employees.

♦ MINISTERIAL SERVICES
Ministerial Services manages Parliamentary relations, ministerial services and correspondence.

♦ LEGAL SERVICES
Legal Services provides professional legal services to the Agency and other federal departments regarding the design and implementation of the Act and the environmental assessment regulatory framework.

Information Holdings

Program Records

Aboriginal Peoples
Description: Information on the contribution of the Agency and its predecessor, the Federal Environmental Assessment Review Office, to the negotiation and implementation of comprehensive land claims and self-government agreements and on the development of regulations under the Act concerning environmental assessment in relation to Indian Aboriginal Reserve Lands and Indian Band Funding. ***Access:*** Files are arranged by subject. ***Program Record Number:*** CEAA 100

Communications
Description: Correspondence, reports, memoranda, general enquiries and requests from individuals and organizations. ***Topics:*** general correspondence, annual reports, mailing lists, communications strategies, publications; audio-visual documents, speeches, exhibitions; news releases, environmental assessment panel reports. ***Access:*** Files are arranged by subject. ***Program Record Number:*** CEAA 105

Environmental Assessment Projects
Description: Information on projects undergoing assessment, including potential project candidates for assessment; project assessments being conducted by responsible authorities for which advice is sought from the Agency; and projects subject to class screening, comprehensive study and review by a mediator or panel. ***Access:*** Files are organized by project name and region. ***Program Record Number:*** CEAA 110

Federal/Provincial Agreements
Description: Information on federal provincial agreements for environmental assessment cooperation. ***Topics:*** Bilateral agreements with provinces on environmental assessment cooperation, CCME Environmental Harmonization, Agreement for Environmental Cooperation in Atlantic Canada, general correspondence, communiqués. ***Access:*** Files are organized by subject area. ***Program Record Number:*** CEAA 115

International Agreements
Description: Information on international agreements or conventions on EA for which Canada is a signatory. ***Topics:*** UN Economic Commission for Europe Convention on EIA in a Transboundary Context, North American Agreement on Environmental Cooperation, bilateral environmental agreements. ***Access:*** Files are organized by subject. ***Program Record Number:*** CEAA 120

Legislative and Regulatory Development
Description: Information on the development and application of the 1984 Environmental Assessment and Review Process Guidelines Order, the Canadian Environmental Assessment Act and regulations under the Act, including related public consultations and activities of the Regulatory Advisory Committee. ***Access:*** Files are arranged by legislative and regulatory topic and related activities. ***Program Record Number:*** CEAA 125

Participant Funding Program
Description: Correspondence and applications relating to the Participant Funding Program administered by the Canadian Environmental Assessment Agency. ***Access:*** Records are kept by project. ***Program Record Number:*** CEAA 130

Policy Assessment
Description: Information on the development of the process for policy assessment at the federal level. ***Access:*** Files are organized by subject. ***Program Record Number:*** CEAA 135

Process Development
Description: Information on the development of processes, procedures and guidelines for the implementation of the Canadian Environmental Assessment Act. ***Access:*** Files are organized by subject. ***Program Record Number:*** CEAA 140

Professional and Non-Professional Services Contracts
Description: Information includes professional and non-professional service contracts and the selection process for consultants. ***Topics:*** Includes all aspects of professional services contracts; tender calls; requests for proposals and contract awards; contract claims and disputes. ***Program Record Number:*** CEAA 145

Federal Environmental Assessment Index (FEAI)
Description: Federal Environmental Assessment Index (FEAI). Lists projects for which an environmental assessment has been initiated, regardless of whether the project undergoes a screening, comprehensive study, panel review or mediation. The FEAI provides a "one-window" access to basic information on environmental assessments being conducted under the Act. The Index provides departmental contacts for more information. ***Access:*** on-line access through the Internet. The information is available by province, responsible authority, ecological region and drainage basins and through a geographical information system. ***Program Record Number:*** CEAA 150

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Official Languages

Personnel

Procurement

Salaries and Wages

Training and Development

Classes of Personal Information

General Correspondence
Correspondence received from external organizations and individuals in the format of requests for information, complaints, comments and suggestions related to a broad range of issues pertaining to the Agency.

The personal information contained in this class normally includes the name and address of the enquirer. However, this information is fragmented throughout the subject files and is normally retrievable only if the name, subject and the date of correspondence is provided.

Information pertaining to environmental assessments may be disclosed to foreign, provincial or municipal governments as well as other interested parties unless the individual expressly requests confidentiality.

The retention periods of these classes of personal information depend on the record disposal schedules of the general subject files in which they are stored.

Mailing Lists
This class contains correspondence and mailing lists, which may contain personal information in the form of an individual's name, mailing address at home or business.

The purpose of this class is to maintain standard lists for the mailing of publications, reports, press releases and other documentation on the Agency's activities and programs.

Records on the automated system are updated as required to take changes into account.

Ministerial Correspondence
This class of information contains correspondence addressed to the Minister and received by the Agency's correspondence unit from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of issues pertaining to the Agency's activities, wherein some unsolicited personal information has been provided by the correspondents. This type of information would be retrievable only if specifics of name, date of communication and subject are provided.

Information pertaining to environmental assessments may be disclosed to foreign, provincial or municipal governments as well as other interested parties unless the individual expressly requests confidentiality.

The retention period for these classes of information depends on the record schedules of the subject files in which the information is stored.

Manuals

- Responsible Authority's Guide
- Reference Guide: Addressing Cumulative Environmental Effects
- Reference Guide - Public Registry
- Reference Guide - Determining Whether A Project is Likely to Cause Significant Adverse Environmental Effects
- Reference Guide: Assessing Environmental Effects on Physical and Cultural Heritage Resources
- Reference Guide for the Federal Coordination Regulations
- The Citizen's Guide
- Guide to the Preparation of a Comprehensive Study for Proponents and Responsible Authorities
- Draft Cumulative Effects Assessment Practitioners Guide

- Procedures for an Assessment by a Review Panel
- Guide to Information Requirements for Federal Environmental Assessment of Mining Projects in Canada – Test Version

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency's programs and functions may also be directed to the following addresses:

Canadian Environmental Assessment Agency
14th Floor
200 Sacré-Coeur Blvd.
Hull, Quebec
K1A 0H3

(819) 994-2578

E-mail: info@ceaa.gc.ca

Alberta Region

Suite 100, Revillon Building
10237 - 104 Street N.W.
Edmonton, Alberta
T5J 1B1

(403) 422-7704

E-mail: ceaa.alberta@ceaa.gc.ca

Atlantic Region

Suite 1030, TD Centre
1791 Barrington Street
Halifax, Nova Scotia
B3J 3L1

(902) 426-0564

E-mail: ceaa.atlanticBill.Coulter@ceaa.gc.ca

Pacific and Northern Region

757 West Hastings Street
Suite 320 – Sinclair Centre
Vancouver, B. C.
V6C 1A1

(604) 666-2431

E-mail: ceaa.pacificPaul.Scott@ceaa.gc.ca

Prairie Region

Suite 263
123 Main Street
Winnipeg, Manitoba
R3C 14W2

(204) 984-2457

E-mail: ceaa.prairiesDan.McNaughton@ceaa.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room.

9th Floor
200 Sacré-Coeur Blvd.
Hull, Quebec
K1A 0H3

Canadian Film Development Corporation
Chapter 26

General Information

Background
The Canadian Film Development Corporation was established by an Act of Parliament (R.S.C. 1970, c. C-8) in March 1967. The Corporation, publicly known as Telefilm Canada, is responsible for fostering the growth and development of the Canadian film, television and video and multimedia industry.

Responsibilities
The Government of Canada acts as a partner to the private film and broadcast sector through Telefilm Canada, which provides support either in the form of financial investment or through the other resources at its disposal.

The Corporation meets the diverse needs of the industry through a wide range of funds. Support is available at all stages of the process, from screenplay development to final production and beyond to the distribution and marketing of finished products in Canada and abroad.

Telefilm Canada is a Crown corporation that reports to Parliament through the Minister of Canadian Heritage. It is headed by a board of directors, whose chair is appointed by the Governor in Council. On the recommendation of the Corporation's board, the Governor in Council also appoints an executive director, who acts as chief executive officer and is responsible for day-to-day operations. The Corporation is headquartered in Montreal and maintains offices in Toronto, Vancouver, Halifax and Paris.

Legislation
- Canadian Film Development Corporation Act, R.S.C. 1970, c. C-8.

Organizational Structure

♦ Policy, Planning and Research
This division is responsible for the formulation of policies and strategies for the administration of Telefilm Canada funds. It is also responsible for establishing formal liaison with industry representatives and federal and provincial institutions, and for the evaluation of the cultural and industrial impact of the Corporation's policies. Further divisional responsibilities include studies on the effects of the Corporation's various programs and the evolution of the industry in general, aimed at improving long-term planning and ensuring that Telefilm's activities effectively meet industry needs.

♦ Canadian Operations
This division has overall responsibility for the administration of Telefilm Canada's principal funds: the Feature Film Fund, the Canadian Television Fund - Equity Investment Program and the Multimedia Fund. It co-ordinates decision-making and production, distribution and development activities among the Canadian offices of the Corporation.

♦ Finance and Administration
This division is responsible for financial planning, disbursement and commitment monitoring, financial tracking, personnel management, computer systems, legal affairs and contract management.

♦ International Relations
This division comprises the Co-productions and International Markets departments and the Paris office. It is responsible for administering international co-production agreements on behalf of the Canadian government and takes part in treaty negotiations. Co-production agreements have been signed with Algeria, Argentina, Australia, Belgium, Bosnia-Herzegovina, Brazil, Chile, China, Commonwealth of Independent States, Croatia, Cuba, Czech Republic, Denmark, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Luxembourg, Malta, Mexico, Morocco, Netherlands, New Zealand, Norway, Poland, Romania, Russian Federation, Slovak Republic, Slovenia, South Africa, South Korea, Spain, Sweden, Switzerland, United Kingdom, Venezuela. The division evaluates applications submitted under these treaties and makes recommendations to the Minister of Canadian Heritage regarding provisional and final approval.

The Communications, Public Affairs and Festivals division completes the organizational structure of the Corporation.

Information Holdings

Program Records

Co-production Agreements
Description: Information pertaining to the continuance or renegotiation of current co-production agreements and related correspondence; information concerning the negotiation of potential treaties and projects submitted for official co-production status. ***Topics:*** Treaties; policies; projects. ***Access:*** By country or project title. ***Program Record Number:*** CFD PPO 010

Distribution and Marketing
Description: Information on loans granted through the distribution and marketing funds administered by the Corporation; information pertaining to the distribution and marketing of audiovisual products. ***Topics:*** Contracts; revenues; distributors; agents; territories; markets. ***Access:*** By project title, country, company or market. ***Program Record Number:*** CFD DAM 025

Policy and Planning
Description: Information on internal Telefilm policy and on the evaluation of and response to this policy by other government agencies and departments and industry interest groups. ***Topics:*** Financial planning; internal policy and planning; federal government; general industry policy; industry relations. ***Access:*** Financial planning files, by date; all other documents arranged alphabetically, by issue or organization. ***Program Record Number:*** CFD PPO 005

Production
Description: Information on transactions carried out under the Corporation's production funds. ***Topics:*** Readers' reports; contracts; financial information; subsidiary documents. ***Access:*** Submissions accepted or rejected, by project title. ***Program Record Number:*** CFD PRO 015

Industry Support
Description: Information relating to assistance provided in various forms to the audiovisual industry by the Corporation. ***Topics:*** Festivals; markets; seminars; workshops. ***Access:*** By event or organization. ***Program Record Number:*** CFD DAM 020

Manuals

- Policies and Guidelines – The Canadian Film Development Corporation

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information on current Telefilm Canada funds and activities may be obtained in person, by telephone or by written request to one of the Corporation's offices listed below:

Montreal – Head Office

Telefilm Canada
Tour de la Banque Nationale
600 de la Gauchetière Street West, 14th Floor
Montréal, Quebec
H3B 4L8

(514) 283-6363

Europe

Telefilm Canada
5, rue de Constantine
75007 Paris
France

Tel: (33-1) 44.18.35.30
Fax: (33-1) 47.05.72.76

Halifax

Telefilm Canada
1684 Barrington Street
3rd Floor
Halifax, Nova Scotia
B3J 2A2

(902) 426-8425

Toronto

Telefilm Canada
2 Bloor Street West, 22nd Floor
Toronto, Ontario
M4W 3E2

(416) 973-6436

Vancouver

Telefilm Canada
440 Cambie Street, Suite 310
Vancouver, British Columbia
V6B 2N5

(604) 666-1566

Reading Room

In accordance with the Access to Information Act, an area in each of the Corporation's offices listed above has been designated as a public reading room.

Canadian Food Inspection Agency
Chapter 27

General Information

Background
To enhance effectiveness and efficiency, the Government of Canada decided to consolidate federally mandated food and fish inspection and animal and plant health activities into a single federal agency reporting to the Minister of Agriculture and Agri-Food. On April 1, 1997 the Canadian Food Inspection Agency (CFIA) opened its doors.

The Minister of Agriculture and Agri-Food is responsible for and has overall direction of the Canadian Food Inspection Agency. The CFIA is headed by a President who reports directly to the Minister. The President is supported by an Executive Vice-President as outlined in the Agency's legislation. An advisory board of not more than 12 members advises the Minister on any issue related to the Agency.

The Minister of Health remains responsible for establishing policies and standards relating to the safety and nutritional quality of food sold in Canada. The Minister of Health is also responsible for assessing the effectiveness of the Agency's activities related to food safety.

Responsibilities
Canadian Food Inspection Agency's Mandate is to enhance the effectiveness and efficiency of federal inspection and related services for food and animal and plant health.

CFIA Mission:

Safe food, market access, consumer protection

CFIA Objectives:

1)To contribute to a safe food supply and accurate product information

2)To contribute to the continuing health of animals and plants for protection of the resource base.

3)To facilitate trade in food, animals, plants and their products

Legislation
- Agriculture and Agri-Food Administrative Monetary Penalties Act
- Canada Agricultural Products Act
- Canadian Food Inspection Agency Act
- Consumer Packaging and Labelling Act (Minister of Industry)
- Feeds Act
- Fertilizers Act
- Financial Administrative Act
- Fish Inspection Act
- Food and Drugs Act, Sections 2 and 27 (Minister of Health)
- Health of Animals Act
- Meat Inspection Act
- Plant Breeders' Rights Act
- Plant Protection Act
- Seeds Act

Organization
Canadian Food Inspection Agency
The Agency Executive consist of the President, an Excutive Vice-President, a Vice-President Operations, a Vice-President Programs, a Vice-President Public & Regulatory Affairs, a Vice President Human Resources, an Associate Vice-President Science Evaluation a Controller, an Executive-Director Federal Provincial Relations, an Executive Director Policy & International Affairs, and a Director Corporate Audit & Evaluation.

Information Holdings

Program Records
Canadian Food Inspection Agency
Analytical Methodology Development
Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the division. ***Topics:*** Methodology research proposals; assessment studies; methods validation; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; investigational sampling requests, and results. ***Program Record Number:*** CFIA 070

Biological Programs
Description: Information on the identification of pests and on analysis of pest risk. ***Topics:*** Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk. ***Program Record Number:*** CFIA 170

Disease Control
Description: Information on the prevention, control and eradication of communicable and other diseases, and on

compensation for related losses. ***Topics:*** Animal diseases – brucellosis, tuberculosis, rabies and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; embryo transfer; veterinary biologics; the following database: Wildlife Serum Bank. ***Storage Medium:*** Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control. ***Program Record Number:*** CFIA 025

Export and Domestic Programs (Plants)
Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada, survey for and control quarantine pests occurring in Canada and to ensure the acceptance of Canadian agricultural and forestry products in export markets and for movement within Canada by being free of plant pests and meeting the health standards of the receiving country or region. ***Topics:*** Export agriculture and forestry products to foreign and domestic markets; pest distribution (publications); ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign and domestic market; decontamination and fumigation; pesticide application, phytosanitary export and domestic movement certification; quarantines; the following database: Plant Pest Database. ***Program Record Number:*** CFIA 156

Export and Import
Description: Information on the certification of Canadian meat and meat products and egg and egg products for export to comply with the requirements of foreign countries. Compliance of imported meat, meat products and egg and egg products and all of the byproducts with Canadian standards. ***Topics:*** Import certification; Export certification; foreign inspection system and foreign country residue monitoring programs and establishment reviews; review of registered Canadian and foreign facilities to comply with export and import requirements; statistics; complaints; enforcement and compliance; policy development. ***Retention and Disposal Standards:*** Information is presently maintained in archieves for a period of 15 years. ***Storage Medium:*** List of all approved foreign establishment; products for import and export, and statistics on the import and export of meat are computer available. ***Program Record Number:*** CFIA 090

Export Testing and Certification
Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. ***Topics:*** Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of livestock, non-traditional exotic species, birds; poultry; export of plants. ***Program Record Number:*** CFIA 020

Feed Evaluation, Registration and Compliance
Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. ***Topics:*** Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; registration continuance certificates; product inspection; Feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading; the following database: Livestock Feeds Contaminants Database. ***Storage Medium:*** Feed database of registered products and listing of analytical results of feed samples are machine-readable; microfilm for expired certificates of registration and company correspondence. ***Program Record Number:*** CFIA 145

Fertilizer Evaluation, Registration and Compliance
Description: Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. ***Topics:*** Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection; toxicity residues and diseases; violations; the following databases: Compendium of Fertilizer-Use Pesticides, Heavy Metal Concentrations in Fertilizers and Fertilizer Materials, Levels of Pesticide Contaminants in Fertilizers. ***Storage Medium:*** Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine-readable. ***Program Record Number:*** CFIA 150

Fish Inspection
Description: Inspection of fish products in export including inter-provincial and import for safety and quality; inspection of industry Quality Management Program. ***Topics:*** Product inspection and certification for export; monitoring of industry processing and grading practices; inspection of fish harvesting, handling, transportation, storage and processing facilities, development and testing of grade standards; development and enforcement of regulations. ***Access:*** Records are arranged numerically by subject. ***Storage Medium:*** Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine-readable. ***Program Record Number:*** CFIA 150

Grading, Standards and Labelling (Dairy, Fruit and Vegetables)
Description: Information on grading programs, quality standards and on the design and control of labelling requirements. ***Topics:*** Standards – dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with

governmental and non-governmental organizations. ***Program Record Number:*** CFIA 045

Humane Treatment of Animals
Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or imported to or exported from Canada. ***Topics:*** Enquiries; reports; correspondence; transportation systems; ports of entry; recommended codes of practice for farm animals. ***Program Record Number:*** CFIA 010

Import and Export (Seed Potatoes)
Description: Information on the control of imports, export certification, and facilitation of seed potato trade. ***Topics:*** Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs. ***Program Record Number:*** CFIA 125

Import Program (Plants)
Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. ***Topics:*** Import permits; port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and forest products. ***Storage Medium:*** Airport inspection file is machine-readable. ***Program Record Number:*** CFIA 155

Import, Export and Interprovincial Control
Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit, vegetable products and honey and maple products. ***Topics:*** Export certification; compliance to import regulations; concessions – processing and packaging; consultations – associations, government agencies (foreign and domestic); statistics; complaints; policy development. ***Program Record Number:*** CFIA 055

Importation of Animals / Animal Genetics / Animal Products
Description: Information on the control of animal bird and animal pathogens imports to prevent animal disease from gaining entry into Canada. ***Topics:*** Veterinary inspection reports; Foreign Animal Disease (FAD) strategy documents; quarantine station activity reports; import protocols; risk assessments; import permit applications; import permits; laboratory diagnostic test results, import of animal pathogens; import of game farm and zoological garden animals; import of pets; feathers; skins, hides and wool; import of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms). ***Program Record Number:*** CFIA 015

Inspection and Compliance
Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. ***Topics:*** Monitoring; investigation; enforcement; verifications, sampling. ***Program Record Number:*** CFIA 140

Inspection and Enforcement
Description: Information on the inspection and enforcement of standards governing seed quality. ***Topics:*** Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing. ***Program Record Number:*** CFIA 100

Inspection and Monitoring
Description: Information on the inspection and monitoring of dairy, fresh and processed fruits and vegetables, honey and maple products and certain other products; and on related establishments. ***Topics:*** Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development; the following database: Residues in Agri-Foods Monitoring Program. ***Program Record Number:*** CFIA 060

Inspection and Monitoring (Meat and Poultry Products)
Description: Information on the inspection, slaughter, monitoring and auditing of food animals, meat products, meat-by products and plant sanitation. ***Topics:*** Testing – toxicity,agricultural chemicals and veterinary drug residues, contaminants; slaughter and disease monitoring; complaint investigation; transport and plant sanitation; inspection auditing; surveys; national and regional inspection and audits – slaughterhouses, storage and processing facilities; stamping devices; policy development. ***Storage Medium:*** Files of statistics on monthly red meat and poultry kills, disease condemnations and establishment reviews are computer available as well as chemical and veterinary drug residues in Agri-Food monitoring. ***Program Record Number:*** CFIA 075

Inspection, Testing and Certification
Description: Information on the inspection and testing of seed potatoes, and certification for domestic markets. ***Topics:*** Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal-provincial consultations. ***Program Record Number:*** CFIA 115

Pathology Services
Description: Diagnostic service and research activities related to animal diseases, consultation and licensing for use of biologics, veterinary and pest control products.

Topics: Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products. ***Program Record Number:*** CFIA 005

Pest Control
Description: Relates to pest control programs, diseases and parasites of plants and animals, control methods for specific pests, test data. ***Topics:*** Policies and general information on pest control; adjuvants; hard surface antimicrobials; industrial slime; invertebrate and vertebrate pests; materials preservation; plant diseases; water biocides; weeds and plant growth control; wood preservation; biotechnology. ***Program Record Number:*** CFIA 081

Plant Registration and Licencing
Description: Information on the registration of storages, slaughtering and processing plants and meat rendering plants. Licensing of grading stations for meat and egg products. ***Topics:*** Policy development, construction specifications, equipment, inspection records. ***Program Record Number:*** CFIA 080

Red meat Grading Program
Description: Information on a national and regional program audits on red meat grading program delivery. ***Topics:*** Grading, audits and monitoring of grading accuracy and delivery of red meat; complaints, enforcement; policy development. ***Program Record Number:*** CFIA 035

Registration and Product Standards (Meat and Poultry Products)
Description: Information on standards for the processing, grading and marking of poultry and poultry products, red meat, egg and egg products. ***Topics:*** Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; policy development; consultation with industry; ***Program Record Number:*** CFIA 030

Registration, Licensing and Arbitration
Description: Information on the registration of fresh and processed fruit and vegetable, honey and maple products processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. ***Topics:*** Registration of establishments – dairies; fresh and processed fruit and vegetable, honey and maple products processing plants; fresh produce warehouses; licensing of dealers and brokers; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development. ***Program Record Number:*** CFIA 050

Regulatory Communication
Description: Includes guidelines and procedures relative to the dissemination of technical information via various media. ***Topics:*** Regulatory communication; computer systems; presentations; publications; regulatory information by telephone. ***Program Record Number:*** CFIA 051

Regulatory Liaison
Description: Relates to national and international aspects of pesticide management, coordination of policies and regulatory activities. ***Topics:*** Regulatory liaison with: federal, foreign, international, national and provincial organizations and governments. ***Program Record Number:*** CFIA 052

Scientific Analysis
Description: Information on analytical tests to ensure conformity with established quality-assurance and safety standards for certain products and facilities. ***Topics:*** Requests for analysis; analytical reports; test results; product safety; sampling programs (quotas); provision standards; consultation with national and international, governmental and non-governmental organizations; methods of analysis; statistics; laboratory accreditation protocols; audits; check samples; quality assurance protocols. ***Access:*** Files arranged by date sampled, laboratory number or by commodity, region, date and type of test.Certain files are kept in regional laboratories. ***Storage Medium:*** LIMS computer database contains samples received and reported, tests requested and performed, and computer-generated certificates of analysis are machine-readable. Additional data stored in Personal Computer Databases in the Agri-Food Safety and Strategies Division. ***Program Record Number:*** CFIA 065

Seed Potato Programs
Description: Information on the planning and maintenance of a national program designed to provide seed potatoes of a class and quality that will meet the demands of both domestic and export markets. ***Topics:*** Seed potato certification standards; import requirements of foreign and domestic markets; export and domestic certification standards. ***Program Record Number:*** CFIA 161

Seed Standards
Description: Information on the development of new or amended seed quality standards; packaging and labelling. ***Program Record Number:*** CFIA 105

Standards and Labels
Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of agri-food products. ***Topics:*** Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards

– formulas and preparation; additives; policy development. ***Program Record Number:*** CFIA 085

Standards and Specifications
Description: Information on guidelines, specifications and standards on seed potatoes. ***Topics:*** Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development. ***Program Record Number:*** CFIA 120

Training for Inspection and Monitoring (Meat Hygiene)
Description: Information on training for the inspection and monitoring of food animals, meat products and plant sanitation. ***Topics:*** Inspection techniques for various species, sanitation practices, humane handling, meat processing; basic meat science; basic microbiology; food borne pathogens; biological residues. ***Storage Medium:*** Training materials in written format as modules with visual components on video or filmstrip with audio cassette. ***Program Record Number:*** CFIA 076

Variety Registration
Description: Information on the evaluation of new varieties of seeds for the purpose of registration. ***Topics:*** Registration of seeds; list of registered varieties; unregistered varieties. ***Program Record Number:*** CFIA 110

VM Group – Employee Perception Study
Description: As part of its commitment to an open and consultative working environment, the Food Production and Inspection Branch conducted a survey of all its employees in the Veterinary Medicine (VM) Group. The survey was done cooperatively with the Professional Institute of the Public Service of Canada in the form of a questionnaire distributed to all VM Group members. ***Topics:*** Information was obtained on the members' working environment, career opportunities, performance appraisals, job satisfaction and role definitions. ***Program Record Number:*** CFIA 111

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Procurement

Salaries and Wages

Training and Development

Utilities

Vehicles

Personal Information Banks

Canadian Food Inspection Agency

Accreditation of Private Seed Testing Laboratories
Description: This bank contains technical information on organization, management, testing equipment, sample throughput and the performance rating of the laboratory in performance monitoring programs. ***Class of Individuals:*** Seed laboratory proprietors, accredited seed analysts. ***Purpose:*** The purpose of this bank is to maintain records of the businesses and individuals who have been accredited to test and grade seed along with the technical data on the bases for the accreditation, and subsequent performance of the quality of the seed testing carried out by the laboratory. ***Consistent Uses:*** To assess, on the basis of performance and maintenance of the facilities and staff, if the accreditation should be continued or withdrawn. ***Retention and Disposal Standards:*** These files are retained for 10 years. ***Related to PR#:*** CFIA 105 ***TBS Registration:*** 003139 ***Bank Number:*** CFIA PPU 103

Accredited Private Seed Analyst
Description: This bank contains technical information on persons that applied for and written an accredited seed analyst exam. It contains a copy of their results and any certificates awarded. ***Class of Individuals:*** Seed analysts working for private seed testing laboratories or seed firms. ***Purpose:*** The purpose of this bank is to maintain a record of the persons who have written the exam and the results they achieved in the exam. ***Consistent Uses:*** To assess the level of the actual persons' competence should they want to obtain a higher level of accreditation. The file is used to confirm that the level of accreditation that a seed laboratory merits based on the qualification of its complements of accredited seed analysts. ***Retention and Disposal Standards:*** These files are retained for 20 years. ***Related to PR#:*** CFIA 105 ***TBS Registration:*** 003138 ***Bank Number:*** CFIA PPU 102

Animal Health Importation Program
Description: This bank contains information related to the importation of animals, animal products and by-products, veterinary biologics and related items. Examples are cattle, horses, poultry, animal semen and embryos, meat, animal hides, veterinary vaccines, serums, toxins, etc. The information relates to permits, applications, quarantines, test results, numbers imported, etc. ***Class of Individuals:*** Information relates primarily to the identification of Canadian importers and, to a lesser extent, exporters in other countries. ***Purpose:*** To provide statistical information on imported commodities, to enable tracebacks for disease purposes and to provide an inventory of animals, commodities, owners, etc. for reference and consultation purposes. ***Consistent Uses:*** The bank is used primarily for issuing import permits, quarantining animals and birds, import statistic compilation, tracing back from disease outbreaks, verification of legal entry of animals, etc., into Canada. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 015 ***TBS Registration:*** 001711 ***Bank Number:*** CFIA PPU 011

Application for Compensation (PVYn)
Description: Name, address, telephone number, legal description of persons (farmers), property, production and sale records and grower's seed potato certification number. ***Class of Individuals:*** Farmers mainly. ***Purpose:*** For the purpose of awarding compensation payments to persons (farmers mainly) affected by the plant virus PVYn. ***Consistent Uses:*** It is expected that there will be some form of data sharing with the provinces and the potato marketing boards. ***Retention and Disposal Standards:*** Six years after the issuance of payments. ***Related to PR#:*** CFIA 161 ***TBS Registration:*** 002941 ***Bank Number:*** CFIA PPU 012

Artificial Insemination (A.I.) Units
Description: Information contained in the bank includes reports on owners of male donor animals in the A.I. units; name, identification and test results of the animals; records on the amount of semen being imported into the country to be stored at the A.I. units; and records showing the amount of semen exported. ***Class of Individuals:*** Individuals who have had semen collection of their animals done at artificial insemination units. ***Purpose:*** The purpose of this information bank is to support the prevention of disease transmission through the use of artificial insemination. ***Consistent Uses:*** This bank is used in the monitoring of artificial insemination units and for issuing licences, export certificates and import permits. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of seven years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 000880 ***Bank Number:*** CFIA PPU 055

Authorization of Establishments to Certify Seed
Description: This bank contains technical information on seed handling equipment, seed sale data and product compliance data. ***Class of Individuals:*** Seed establishment proprietors. ***Purpose:*** The purpose of this bank is to maintain a record of businesses and individuals who have been authorized to tag and seal certified seed, and/or sell certified seed in bulk, along with technical data on the basis of the authorization and subsequent performance of the seed from such establishments in meeting standards under the Seeds Act and Regulations. ***Consistent Uses:*** To assess on the basis of product performance whether authorization should be continued or withdrawn to certify seed. ***Retention and Disposal Standards:*** These files are retained for 10 years. ***PAC Number:*** 72-025 ***Related to PR#:*** CFIA 095 ***TBS Registration:*** 000890 ***Bank Number:*** CFIA PPU 105

Canadian Processed Poultry Stations
Description: As per the livestock and Poultry Carcass grading Regulations, under the Canada Agricultural Products Act, this bank contains documentation prepared by federal inspectors on registration, processed poultry grading standards, application, program delivery and audits. ***Topics:*** sanitation, product analyses, audits. ***Class of Individuals:*** Registered processed poultry station operators. ***Purpose:*** To provide historical records on processed poultry stations, grading standards, compliance for graded poultry. ***Consistent Uses:*** The primary use of the files is to accumulate for weekly publication a provincial and Canadian record of processed poultry stations' output for use by the Canadian poultry industry. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration. ***PAC Number:*** 74-023 ***Related to PR#:*** CFIA 035 ***TBS Registration:*** 000885 ***Bank Number:*** CFIA PPU 080

Canadian Registered Hatcheries (Chicken and/or Turkey)
Description: Documentation prepared by federal inspectors on hatchery permit issurance, hatchery premises plans, inspections and audit reports. ***Topics:*** Permits, plans, inspections monitoring and audits ***Class of Individuals:*** Chicken/turkey hatchery operators. ***Purpose:*** To provide an historical record on hatcheries registered under the Hatchery Regulations of the Health of Animals Act. ***Consistent Uses:*** Health status, program performance, delivery as it relates to the production of healthy didease free chicks and poults. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration. ***PAC Number:*** 74-023 ***Related to PR#:*** CFIA 035 ***TBS Registration:*** 000884 ***Bank Number:*** CFIA PPU 075

Consumer Complaint Database
Description: Information on complaints received from consumers and byers of fish products including name, address and phone number of the complainant, details of the complaint and the results of the investigations. ***Class of Individuals:*** Consumers and byers of fish products ***Purpose:*** To record particulars of complaints from consumers and buyers of fish products and investigations related thereto. ***Consistent Uses:*** In cases of suspected food poisoning, other data including illness symptoms are stored. ***Retention and Disposal Standards:*** Permanent retention ***Related to PR#:*** CFIA 080 ***TBS Registration:*** 003623 ***Bank Number:*** CFIA PPU 095

Development & Implementation of HACCP systems
Description: The National Hazard Analysis Critical Control Point (HACCP) adaptation contribution program will provide contribution funding to small and medium sized federally registered food processing establishments to develop implement HACCP systems ***Class of Individuals:*** Owners of small & medium sized federally registered food processing establishments ***Purpose:*** To collect information about participating establishments and their owners such as name, address, SIN, size and progress through HACCP implementation in order to determine the usesfulness of the program dollars spent. ***Consistent Uses:*** none at the present time ***Retention and Disposal Standards:*** 10 years ***Related to PR#:*** CFIA 080 ***TBS Registration:*** 004005 ***Bank Number:*** CFIA PPU 036

Disease Investigation
Description: Information contained in the bank includes reports on herds in which there have been an unusual number of deaths or other uncommon occurrences; reports from veterinary practitioners reporting unusual occurrences in their area; reports from veterinarians in charge of registered establishments reporting high incidence of disease in one particular herd or flock. ***Class of Individuals:*** Livestock owners who have had uncommon occurrences in their herds or flocks. ***Purpose:*** The purpose of this information bank is to support the monitoring of livestock diseases in Canada in accordance with the Health of Animals Act. ***Consistent Uses:*** The primary use of this bank is to report unusual occurrences of animal disease. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 000874 ***Bank Number:*** CFIA PPU 025

Disease Investigation on Reportable Diseases
Description: Information contained in the bank includes reports on individual herds of flocks in which a reportable disease has been diagnosed or suspected. ***Class of Individuals:*** Livestock owners who have a reportable disease in their herd or flock. ***Purpose:*** The purpose of this information bank is to support the eradication and/or control of livestock diseases in Canada which are reportable under the Health of Animals Act. ***Consistent Uses:*** The primary use of this bank is to monitor reportable livestock diseases and payment of compensation. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 000879 ***Bank Number:*** CFIA PPU 050

Embryo Transfer Centres
Description: Information contained in the bank includes the names and identification of parents of embryos, results of tests of parent and recipient animals, records of animals, animal embryos imported into the country by means of recipient animals or for transfer into recipient animals and records showing the number of animal embryos exported. ***Class of Individuals:*** Individuals who operate embryo transfers performed at embryo transfer centres. ***Purpose:*** The purpose of this information bank is to support the prevention of disease transmission through the process of animal embryo transfer from donor females into recipient females. ***Consistent Uses:*** The bank is used in the monitoring of embryo transfer centres for registration purposes, issuing export certificates and import permits. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 035 ***TBS Registration:*** 000876 ***Bank Number:*** CFIA PPU 035

Export Control Information Bank
Description: This bank contains information such as species exported, destination and phytosanitary condition. ***Class of Individuals:*** The information in this bank relates to persons wishing to export plants or plant materials. ***Purpose:*** The purpose of this bank is to issue phytosanitary certificates for export of plants or plant materials. ***Retention and Disposal Standards:*** Records are retained for five years. ***PAC Number:*** 69-005 ***Related to PR#:*** CFIA 156 ***TBS Registration:*** 003037 ***Bank Number:*** CFIA PPU 120

Export of Livestock
Description: Information contained in the bank includes names and addresses of livestock exporters, numbers and identification of the livestock, including embryos and semen exported. The files include records on individuals as well as companies involved in the exporting of livestock such as volume of business, value of contracts and purpose of exportation. ***Class of Individuals:*** Livestock owners and companies exporting livestock. ***Purpose:*** The purpose of this information bank is to support the prevention of the export of diseased livestock and to ensure that the livestock meet the health

requirements of the importing countries, and to provide for statistical compilation. ***Consistent Uses:*** The bank is used to monitor the export of animals, to issue health certificates, and to establish uniformity of procedures in the operations of quarantine and inspection of livestock for export. ***Retention and Disposal Standards:*** The information is maintained in this bank for a period of 20 years after the shipment. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 020 ***TBS Registration:*** 000873 ***Bank Number:*** CFIA PPU 020

Feed Registration
Description: This bank contains applications for feed registration in compliance with the Feeds Act. It also includes the companies' and farmers' names and addresses, and names of feeds (including brand names), together with registration numbers. This information is included on a database of feed manufacturers having registered feed products. ***Class of Individuals:*** On-farm manufacturers who mix medicated feed and commercial feed mills. ***Purpose:*** The information was obtained as part of the feed registration procedure. ***Consistent Uses:*** The information is used by headquarters and regional feed, registration and compliance staff to carry out inspection and sampling, as required. ***Retention and Disposal Standards:*** Files are retained for 10 years after feed registration is cancelled or discontinued. ***PAC Number:*** 86-001 ***Related to PR#:*** CFIA 145 ***TBS Registration:*** 001876 ***Bank Number:*** CFIA PPU 111

Herd Test Reports on Bovine Tuberculosis
Description: 1985-1986 was the last year of farm testing. no more herd testing on tuberculosis. Information contained in the bank includes the number of animals tested, the number of animals suspected of or suffering from tuberculosis, the location where the infected animals were slaughtered, the amount of compensation paid and a certificate declaring premises free of disease. This information bank records test results on all herds tested for bovine tuberculosis. ***Class of Individuals:*** Livestock owners of animals suspected of or suffering from tuberculosis. ***Purpose:*** The purpose of this information bank is to support the eradication of bovine tuberculosis. ***Consistent Uses:*** Primary use of this bank is to monitor tuberculosis in Canada and to calculate the payment of compensation for animals slaughtered under the Health of Animals Act. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 20 years after the date of the test. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 000875 ***Bank Number:*** CFIA PPU 030

Herd Test Reports on Brucellosis
Description: Historical data. Information contained in the bank includes reports on herd owners, the number of animals tested, the number of animals suspected of, or suffering from, brucellosis, the location where the infected animals were slaughtered, the amount of compensation paid and the certificate declaring premises free of disease. No herd testing for several years on Brucellosis. Canada declared Brucellosis free in 1985. ***Class of Individuals:*** Livestock owners of animals suspected of or suffering from brucellosis. ***Purpose:*** The purpose of this information bank is to aid in the eradication of brucellosis. ***Consistent Uses:*** The information is used to evaluate the program and to calculate the payment of compensation for animals slaughtered under the Health of Animals Act. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of twenty years following the testing of an individual's cattle. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 035 ***TBS Registration:*** 000877 ***Bank Number:*** CFIA PPU 040

Herd Test Reports on Johne's Disease (Paratuberculosis)
Description: Historical data. Information contained in the bank includes the number of animals tested and the number of animals suspected of or suffering from Johne's disease. ***Class of Individuals:*** Livestock owners of animals suspected of or suffering from Johne's disease. Canada is free of Paratuberculosis. No program in Canada. ***Purpose:*** The purpose of this information bank is to support the control of Johne's disease in accordance with the Health of Animals Act. ***Consistent Uses:*** Primary use of this bank is to monitor Johne's disease in Canada. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of 10 years following the testing of an individual's cattle, sheep or goats. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 000878 ***Bank Number:*** CFIA PPU 045

Herd Test Reports on Leukosis for CHAH Program
Description: The information in this bank includes reports on herd owners, the number of animals tested and the number of animals suspected of being infected with enzootic bovine leukosis (EBL) virus. This bank records all official test results on all herds enrolled in the Canada Health Accredited Herd (CHAH) plan for EBL. Information in the bank also includes the identity of the animals in the herd. ***Class of Individuals:*** Livestock owners who wish to enrol their herd in the voluntary CHAH plan for enzootic bovine leukosis. ***Purpose:*** The purpose of this information bank is to support a voluntary herd accreditation program for enzootic bovine leukosis in Canadian cattle herds. The herd accreditation program (CHAH) enables owners to detect EBL and to control the infection within their herd and facilitates domestic and international trade. ***Retention and Disposal Standards:*** Information is maintained for a period of 10 years following the testing of an individual's cattle. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 002378 ***Bank Number:*** CFIA PPU 046

Import Control Information Bank
Description: This bank contains information on plants and plant materials, such as species imported, origin, intended use, names of importers, and notices of refused

entry. ***Class of Individuals:*** Persons wishing to import plants or plant materials. ***Purpose:*** To issue permits for import of plants or plant materials, to control entry and to enable the Plant Health Division to correspond with export and/or import permit holders on regulatory subject matters. ***Consistent Uses:*** To issue import permits, to compile plant-origin- destination profiles and to enable the Plant Protection Division to contact permit holders for regulatory enforcement purposes. ***Retention and Disposal Standards:*** These files are retained for 10 years. ***PAC Number:*** 69-005 ***Related to PR#:*** CFIA 155 ***TBS Registration:*** 000892 ***Bank Number:*** CFIA PPU 115

Inspection and Registration – Processed Dairy Products
Description: This bank contains information on the condition of dairy premises, product quality, volumes and countries of origin of imported products. ***Class of Individuals:*** Dairy processors. ***Purpose:*** The purpose of this bank is to support the enforcement of the regulation of dairy products under the mandate of the Canada Agricultural Products Act and Regulations. ***Consistent Uses:*** The information is used in regulating the manufacturing, importation, exportation and marketing of dairy products and in the formulation of government policy. ***Retention and Disposal Standards:*** Records are retained for three years. ***PAC Number:*** 74-012 ***Related to PR#:*** CFIA 060 ***TBS Registration:*** 000886 ***Bank Number:*** CFIA PPU 085

Inspection and Registration – Processed Products
Description: This bank contains documentation on safety, grading, packaging, and labelling of products as well as correspondence and information on food processors, packers, importers, wholesalers and producers (honey and maple). ***Class of Individuals:*** Processors, packers, importers, wholesalers and producers (honey and maple) of processed products. ***Purpose:*** The purpose of this bank is to aid enforcement of the Canada Agricultural Products Act and Regulations relating to the quality and safety of processed products, including honey and maple products. ***Consistent Uses:*** The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. ***Retention and Disposal Standards:*** Records are retained for five to ten years. ***PAC Number:*** 73-009 ***Related to PR#:*** CFIA 045 ***TBS Registration:*** 000888 ***Bank Number:*** CFIA PPU 095

Inspector/Grader Certificate & Application
Description: Information required for all inspectors in FP&I Branch to permit them to inspect under the various acts. ***Class of Individuals:*** Inspectors. ***Purpose:*** To permit inspectors to inspect agricultural commodities. ***Consistent Uses:*** Once the application form has been completed and approved, a card is presented to the individual so that he/she then becomes a registered establishment inspector. ***Retention and Disposal Standards:*** Application for certificates are kept until date of expiry. ***Related to PR#:*** CFIA 076 ***TBS Registration:*** 002696 ***Bank Number:*** CFIA PPU 097

Investigations: Violations of Acts and Regulations – FPI
Description: The information contained in this bank consists of narrative reports which describe the action taken in a particular investigation. Coverage consists of persons and/or companies suspected of violating acts and regulations administered by the Food Production and Inspection Branch (FPI). ***Class of Individuals:*** The general public. ***Purpose:*** The purpose of this bank is to maintain records to assist in the enforcement of the acts and regulations administered by FPI. Narrative reports are collected under the authority of the Department of Agriculture and Agri-Food Act. Social insurance numbers are collected on narrative reports under the authority of the Department of Agriculture and Agri-Food Act. The social insurance number is required to properly identify individuals suspected of violating the Act. ***Consistent Uses:*** The information is used primarily to investigate alleged and known violations of acts and regulations administered by FPI. ***Retention and Disposal Standards:*** Records are destroyed five years after investigation is concluded. ***PAC Number:*** 86-001 ***TBS Registration:*** 001875 ***Bank Number:*** CFIA PPU 096

Licensing Agents and Inspection – Fresh Fruits and Vegetables
Description: This bank includes documentation on product grading, labelling and packaging as well as information on dealers and brokers. ***Class of Individuals:*** Dealers and brokers. ***Purpose:*** The purpose of this bank is to aid enforcement of the Canada Agricultural Products Act and Regulations relating to product quality and marketing of fresh fruits and vegetables. ***Consistent Uses:*** The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. ***Retention and Disposal Standards:*** Files are retained for twenty years. ***PAC Number:*** 73-009 ***Related to PR#:*** CFIA 050 ***TBS Registration:*** 000887 ***Bank Number:*** CFIA PPU 090

Licensing of Swine Producers Feeding Garbage
Description: Information contained in the bank includes copies of permits issued to individuals showing name, address, location and number of swine on premises, building structure and size, number of swine arriving at the premises, number of swine leaving and the location where they were slaughtered. Files contain applications for all garbage feeders operating in Canada. ***Class of Individuals:*** All garbage feeders who have operated or are operating in Canada. ***Purpose:*** The purpose of this information bank is to support the prevention of the introduction of disease through the feeding of garbage to swine in accordance with the Health of Animals Act.

Consistent Uses: The primary use of this bank is to monitor garbage feeding of swine and to license premises in Canada. ***Retention and Disposal Standards:*** Information is maintained in this bank for five years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 030 ***TBS Registration:*** 000881 ***Bank Number:*** CFIA PPU 060

Processed Egg Stations Operation
Description: Documentation on processed egg station operation. ***Class of Individuals:*** Processed egg station operators. ***Purpose:*** The purpose of the bank is to provide an historical record on registered processed egg stations' operation, compliance and station output. ***Consistent Uses:*** The bank is used to maintain a list of registered processed egg stations and to accumulate a provincial and Canadian record of processed egg output for use by the total Canadian poultry industry. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after cancellation of registration. ***PAC Number:*** 74-023 ***Related to PR#:*** CFIA 035 ***TBS Registration:*** 000883 ***Bank Number:*** CFIA PPU 070

Salmonella and Food-Borne Disease
Description: Information contained in the bank relates to the identity and location of individuals/organizations of interest to officers of the Salmonella and Food-Borne Disease program. It includes their areas of expertise and special interest, membership/position in professional, scientific or industrial organizations or groups, participation in the branch program, and allocation to specific program mailing lists. ***Class of Individuals:*** Information relates to individuals who work in or have interests in salmonella or other food-borne disease problems. ***Purpose:*** The purpose of this information is to enable the branch program officers to identify and to contact the various individuals with interests in salmonella and other food-borne disease problems. It also enables grouping of individuals with similar areas of sub-interest or responsibility and allows modified mailing lists. ***Retention and Disposal Standards:*** Records are held for 20 years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 001710 ***Bank Number:*** CFIA PPU 006

Seed Quality
Description: This bank contains information on purity, labelling, advertising of seeds, registration of crop varieties and production data. Individuals involved in the production, importation and marketing of seed are identified by name and address. ***Class of Individuals:*** Seed producers and growers. ***Purpose:*** The purpose of this bank is to monitor and to enforce compliance with the Seeds Act and Regulations respecting quality, labelling and advertising of seeds. ***Consistent Uses:*** To ensure that seed producers and growers are operating in compliance with the Act and Regulations. ***Retention and Disposal Standards:*** Files are retained for 20 years. ***PAC Number:*** 72-025 ***Related to PR#:*** CFIA 105 ***TBS Registration:*** 000889 ***Bank Number:*** CFIA PPU 100

Shell Egg Grading Stations
Description: Documentation on shell egg grading station operation. ***Class of Individuals:*** Egg station operators. ***Purpose:*** The purpose of this bank is to provide a historical record on registered egg stations' operation and compliance. ***Consistent Uses:*** The information is used to maintain a list of registered shell egg grading stations for the Canadian poultry industry. ***Retention and Disposal Standards:*** Information is maintained in this bank for a period of four years after the current year and for one year after cancellation of registration. ***PAC Number:*** 74-023 ***Related to PR#:*** CFIA 035 ***TBS Registration:*** 000882 ***Bank Number:*** CFIA PPU 065

Survey of Seed Vendors
Description: The bank contains a list of all known vendors of seed in Canada, and the kinds (species) and volume of seed that they sell. ***Class of Individuals:*** Approximately 2,000 seed wholesalers and retailers across Canada (some companies, some individuals). ***Purpose:*** The information enables the Department to design a statistical sampling plan for more effective monitoring of seed sales under the provision of the Canada Seeds Act and Regulations. ***Consistent Uses:*** Information is used to compile a seed industry directory comprising the names and addresses of seed vendors. This directory is available to the general public. ***Retention and Disposal Standards:*** Data are retained for ten years. ***PAC Number:*** 86-001 ***Related to PR#:*** CFIA 095 ***TBS Registration:*** 001837 ***Bank Number:*** CFIA PPU 101

Test Reports for Rabies
Description: Information in this bank relates to the identity and location of individuals or organizations whose animals are suspected of being infected with rabies. The information includes the number of specimens submitted, test results, number and identity of animals quarantined, the amount of indemnity paid and a certificate declaring the premises in question free of disease. ***Class of Individuals:*** Livestock, pet and zoo owners. ***Purpose:*** The data are collected for the purpose of disease control statistics, the prediction of disease, and for quarantine and indemnity. ***Consistent Uses:*** The information is used to control the disease and predict outbreaks of rabies, make payments of indemnity and to decide on treatment in the case of human contacts. ***Retention and Disposal Standards:*** Records are kept for a two-year period. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 025 ***TBS Registration:*** 002377 ***Bank Number:*** CFIA PPU 051

Traceback Information (PVYn)
Description: Name, address, telephone number, legal description of affected land, UTM Code of affected land, grower seed potato certification number, map of farm.

Class of Individuals: Mainly potato producers. ***Purpose:*** For the purpose of tracing possible sources of PVYn infections on specific farms. ***Consistent Uses:*** This information will be used internally only. Policy development may be based on general information collected. ***Retention and Disposal Standards:*** Ten years. ***PAC Number:*** To be determined. ***Related to PR#:*** CFIA 161 ***TBS Registration:*** 003137 ***Bank Number:*** CFIA PPU 014

Veterinary Certification/Investigation
Description: This bank contains reports and memos prepared by the regional director, reports by the regional veterinary supervisor, reports generated by district veterinarians, training records, files on accredited veterinarians and investigative reports. ***Class of Individuals:*** Veterinarians. ***Purpose:*** The purpose of this information bank is to document allegations of non-compliance with proper procedures for certifying livestock by accredited veterinarians for export purposes under the authority of the Health of Animals Act and Regulations. ***Consistent Uses:*** The information will be used to conduct investigations on the ethics of professional veterinarians and to ensure compliance with procedures so as to ensure the international credibility of Canadian export certification. ***Retention and Disposal Standards:*** Records are held for five years. ***PAC Number:*** 70-045 ***Related to PR#:*** CFIA 005 ***TBS Registration:*** 001713 ***Bank Number:*** CFIA PPU 026

Classes of Personal Information

General Correspondence and Enquiries
Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics and the humane transportation of animals. It also relates to general enquiries concerning agricultural research, food advisory information. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Agency and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence
This class of information contains correspondence received from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Canadian Food Inspection Agency's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Canadian Shellfish Sanitation Program - Manual of Operation
- Chemical Methods
- Dairy Plant Inspection Manual Requirements and Procedures
- Establishment Inspection Manual – Processed Products
- Facilities Inspection
- Feed Freight Assistance Manual
- Feed Inspection Manual
- Feed Laboratory Analytical Methods
- Fertilizer Inspection Manual
- Fertilizer Laboratory Methods Manual
- Fish Products Inspection Manual - Policy and Procedures
- Fishery Officer`s Guide for Habitat Management and Protection
- Fresh Fruit Commodity Manual
- Fresh Vegetables Commodity Manual
- Good Manufacturing Practices (GMP) - Crab Processing
- Good Manufacturing Practices (GMP) - Lobster Processing
- Good Manufacturing Practices (GMP) - Shrimp Processing
- Grading Manual – Dairy Products
- Inspection Manual – Dairy Products
- Inspection Manual – Fresh Fruits and Vegetables
- Inspection Manual – Hatcheries
- Inspection Memoranda of Understanding and Agreement
- Inspector's Guide – Licensing and Arbitration (Fresh Fruits and Vegetables)
- Laboratory Accreditation and Audit Protocol
- Laboratory Manual – Dairy Products
- Laboratory Manual for Pesticide Residue Analysis in Agricultural Products
- Lake Classification Inspection Procedures Manual - Central and Arctic Region
- Licensing and Arbitration Manual
- Livestock Grading Manual
- Manuals of Procedures Relating to the Health of Animals Act

- Meat Hygiene Manual of Procedures
- Meat Inspection Act and Regulations
- Metal Can Defects Manual
- Methods and Procedures for Testing Seed
- Microbiological Analysis of Frozen Vegetables
- Plant Pest Emergency Program Manual
- Plant Protection Directives, Act and Regulations
- Plant Virus and Antiserum Bank
- Processed Egg Inspection Manual
- Processed Poultry Inspection Manual
- Product Inspection Manual – Processed Products
- Recommended Manufacturing Practices for Pasteurized/Modified Atmosphere Packaged/Refrigerated Food
- Regulatory Proposals and Regulatory Directives
- Seed Potato Inspectors' Manual
- Seed Potato Laboratory Manual
- Shell Egg Inspection Manual
- Ship, Mill and Elevator Inspection Manual
- Specialty Cheese Manual
- Standard Procedures fo Bacteriological Analysis
- Training Guides for Inspectors

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Public Information Requests Services
Corporate Services Branch
Agriculture and Agri-Food Canada
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5

(613) 759-1000

Reading Room

The library of the Agency and Agriculture and Agri-Food Canada has been designated as a public reading room in accordance with Access to Information Act.

Canadian Agriculture Library
Reference Services, Room 169
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5

(613) 759-7068

Canadian Heritage
Chapter 28

General Information

Background
The Department of Canadian Heritage was created on June 25, 1993, through the reorganization of the federal government. The Act to establish the Department of Canadian Heritage and to amend or repeal certain other acts was proclaimed on June 12, 1996. The Department's mission is to strengthen and celebrate Canada – its people and its land. We honour this commitment to Canadians by enhancing pride in Canada; contributing to Canada's economic growth and prosperity; protecting Canada's heritage; ensuring access to Canadian voices and Canadian spaces and encouraging participation in and contribution to Canadian Society.

Responsibilities
The Department of Canadian Heritage is responsible for policies and programs relating to arts, culture, movable heritage, archaeology, broadcasting, Canadian identity, multiculturalism, official languages and sport, as well as broad policies relating to built and natural heritage.

Areas of responsibility include: developing Canadian cultural affairs and broadcasting policy; assisting cultural industries and arts and heritage organizations; encouraging the creation, production, distribution and consumption of cultural and heritage goods and services; fostering Canadians' collective sense of self and promoting the civic participation of all members of Canadian society; promoting a greater understanding of human rights; enhancing the participation of urban and off-reserve aboriginal organizations in Canadian society; managing programs and initiatives related to the multicultural character of Canadian society; encouraging and developing amateur sport; advancing the equality of status and use of the official languages and supporting the development of official-language minority communities.

Legislation
The following statutes are administered, in whole or in part, by the portfolio of Canadian Heritage:

- An Act to Incorporate the Jules et Paul-Emile Léger Foundation
- Broadcasting Act
- Canada Council Act
- Canada Travelling Exhibitions Indemnification Act
- Canada Travelling Exhibitions Indemnification Act
- Canadian Film Development Corporation Act
- Canadian Heritage Languages Institute Act (not in force)
- Canadian Multiculturalism Act
- Canadian Race Relations Foundation Act
- Canadian Radio-television and Telecommunications Commission Act
- Cultural Property Export and Import Act
- Department of Canadian Heritage Act
- Department of Transport Act (Historic Canals)
- Dominion Water Power Act (Historic Canals and National Parks)
- Federal Real Property Act (Administrative responsibilities for certain canal regulations)
- Fitness and Amateur Sport Act
- Foreign Publishers Advertising Services Act
- Foreign Publishers Advertising Services Act
- Heritage Railway Stations Protection Act
- Historic Sites and Monuments Act
- Holidays Act
- Laurier House Act
- Lieutenant Governors Superannuation Act
- Mingan Archipelago National Park Act
- Museums Act
- National Anthem Act
- National Archives of Canada Act
- National Arts Centre Act
- National Battlefields at Québec Act
- National Capital Act
- National Film Act
- National Flag of Canada Manufacturing Standards Act
- National Library Act
- National Parks Act
- National Symbol of Canada Act
- Official Languages Act (Part VII)
- Parks Canada Agency Act
- Public Service Employment Act (Report to Parliament)
- Saguenay-St. Lawrence Marine Park Act
- Salaries Act (Lieutenant-Governors)
- Status of the Artist Act (Part I)
- Trade-marks Act (Use of national symbols)

Organization

Deputy Minister's Office

Human Resources Branch

Reporting to the Deputy Minister, the Human Resources Branch provides services and advice to the Management Committee and to managers of the Department on all matters involving human resources management. Thus, the Branch ensures human resources services in the National Capital Region and in Regional Offices.

Legal Services Branch

Reporting to the Deputy Minister, the Legal services are provided by lawyers from the Department of Justice who offer program managers a wide range of services, including preparing opinions on the laws administered by the Department, drafting regulatory texts and giving advice on policies being developed.

Canadian Identity Sector

The Citizenship and Canadian Identity program encourages the use of the two official languages in Canadian Society and promotes their equal status; coordinates the cross-government commitment to multiculturalism; advances opportunities for Canadians of all ethno cultural background to participate in and contribute fully to Canadian society; promotes volunteerism and enhances the independence of the voluntary sector. It supports Aboriginal peoples in their efforts to resolve issues affecting their lives in Canadian society. The program supports the advancement of Canadian studies; promotes young people's involvement in Canadian society; encourages Canadians to value sport and to participate; advises in matters of state protocol, manages state ceremonial and events and promotes Canadian symbols and institutions. It is responsible for increasing the awareness, knowledge and enjoyment of human rights and fostering compliance with Canada's human rights obligations.

Policy Coordination and Strategic Planning Branch

The Policy Coordination and Strategic Planning Branch directs the strategic planning process and coordinates policy development for the Sector. It provides policy advice to the Minister of Canadian Heritage and the Secretary of State (Multiculturalism) (Status of Women) with respect to the Sector's four product/service lines: Sport, Official Languages, Canadian Identity and Multiculturalism. The Branch also represents the Sector's interests by taking part in intradepartmental and interdepartmental working groups. In addition, it conducts research on public opinion and socio-demographic factors in order to better orient the Sector's strategic decision-making at the Sector level.

Citizens' Participation and Multiculturalism Branch

The Citizens' Participation and Multiculturalism Branch is composed of three Directorates:

- Canadian Identity Directorate
- Citizens' Participation Directorate
- Multiculturalism Directorate

♦ Canadian Identity Directorate

Canadian Studies

Encourages Canadians to learn about Canada, provides technical and financial assistance to eligible individuals, organizations, private sector companies and corporations, and educational institutions working to advance the field of Canadian studies in Canada to support the development of learning and education. Administers funding programs to support the development of Canadian studies learning materials in a number of priority areas which allow Canadians to learn more about the country, and to encourage greater private sector funding of Canadian studies projects. Initiates and engages in partnership/strategic alliances, and special initiatives to achieve the Program's goals. Manages the Terra Nova initiative which finances and assists the development of state-of-the-art learning and information products, including CD-ROMs and material for electronic networks. As well, the Program produces several publications providing information on current Canadian issues.

Youth Participation Program

The Youth Participation, through its Open House Canada component, provides financial support to national non-profit organizations which administer reciprocal group exchanges and national forums for Canadians between the ages of 14 and 19. Funding is used to cover part of the transportation costs of eligible participants. These activities are learning opportunities for young Canadians aimed at increasing their knowledge, appreciation and respect for the diversity of Canadian society and its institutions and encouraging active citizen participation so as to contribute towards national harmony.

The Program also funds Katimavik, a national youth volunteer service which allows bilingual groups of Canadians aged 17 to 21 to experience their country, serve the community, learn to work together as a group, and develop leadership and communication skills. Katimavik participants spend 36 weeks living in groups of about 11 and working on community projects in three different locations (two predominantly Anglophone and one predominantly francophone). For more information, please contact Katimavik at 1-888-525-1503.

The Youth Participation Program also coordinates Canada's participation in the Commonwealth Youth Program which is aimed at promoting the overall well-being and development of young people in the Commonwealth.

Ceremonial and Canadian Symbols Promotion

Coordinates the organization and the delivery of state ceremonies and activities such as royal visits, unveiling ceremonies and state funerals. It supports the role of the Crown in Canada through assistance to the offices of Lieutenant Governors and the provision of advice on the exercise of royal prerogatives. It also manages the Government of Canada gift bank and coordinates activities regarding the use of Parliament Hill. It also provides advice on precedence, titles and flag etiquette. It is responsible for planning and coordinating Canada Day celebrations across the country through the Department's input in the Citizenship and Heritage Week, as well as volunteer provincial/territorial committees. An active part of all program components is the promotion of Canadian symbols. The program also oversees the flag program by distributing flags and other materials to members of the House of Commons and Senate.

National Strategic Alliances

The National Strategic Alliances Program, established in 1996, provides sections of the Department of Canadian Heritage, in particular the Canadian Identity Directorate with the necessary policy and programming tools to establish partnerships with not- for -profit organizations, corporate Canada and other government departments.

This internal service assists managers in actively involving the private sector, non-governmental organizations, other government departments and agencies in the promotion and enhanced knowledge, understanding and appreciation of Canada, Canadian identity and participatory citizenship. A policy framework for corporate sponsorship for the Directorate and practical tools (i.e., the "how to") have been developed. In addition, several partnerships arrangements have been successfully negotiated and executed. This includes Canada Day corporate sponsorships, business ventures and marketing of the Canadian Studies multi media Program called Terra Nova.

The Program identifies opportunities to expand corporate partnership relationships and other strategic alliances through a network of managers across government called PARTNERNET. This group currently consists of 12 government departments/portfolio agencies including 85 practioners who are integrating these strategies in their programs and services.

The Program maintains a resource database on information , tools and instruments to support managers in the development of strategic alliances.

National Initiatives

Co-ordinates the organization and delivery of timely initiatives that reinforce the issues of awareness and pride in Canada and being Canadian. Such initiatives are delivered in a closely prescribed period of time and involve the participation of other departments and agencies of the Government of Canada as well as additional sectors such as other levels of government, the private and volunteer sectors. It is responsible for taking such initiatives through all stages, from the preliminary concept to the final product delivered to the public. Three of the most recognized initiatives have been the "One In A Million Flag Challenge" (which witnessed an additional one million Canadian flags flying across the country as well as the resulting increase in awareness of the importance of national symbols), the "With Flying Colours" education kit (a multi media kit designed to assist Canadian educators with the teaching of Canadian symbols, values and institutions) and the "Path of Heroes" (an initiative designed to promote the importance of great Canadians in the building of the country and the ongoing role of each Canadian in bettering their society and country).

♦ Citizens Participation Directorate

The Directorate promotes volunteerism and enhances the independence of the voluntary sector, promotes the development, understanding, respect for and enjoyment of human rights in Canada; coordinates the domestic implementation of international human rights instruments, and promotes the full social, cultural and economic potential of Aboriginal people off-reserve and their equitable participation in Canadian society.

Community Partnerships Program

Promotes the growth and diversity of the voluntary sector and enhances its independence. The Program promotes volunteerism at a national level. It provides technical and professional resources to national, regional and local voluntary organizations in carrying out charitable activities. The voluntary sector includes charitable and non-profit organizations working together for the purpose of enhancing communities across Canada.

Human Rights Program

Promotes knowledge of human rights through various education and promotion activities, and coordinates the preparation of Canada's reports on the implementation of United Nations and other international human rights instruments. The activities of the Program include the provision of both financial and technical support to non-governmental organizations concerned with human rights education, development and research, and assisting and coordinating the progress of human rights in Canada. The Program also funds the Court Challenges Program of Canada for test cases on official languages and equality rights guaranteed under Canada's Constitution (administered at arms-length from the Government).

The 50th Anniversary of the Universal Declaration of Human Rights

The Department of Canadian Heritage, as Department responsible for the promotion of human rights in Canada, launched a public information campaign to commemorate the 50th anniversary of the Universal Declaration of Human Rights on December 10, 1998. The overall

objectives of the campaign are to raise awareness, invite participation, enhance pride in Canada's contribution to the advancement of human rights and ultimately to strengthen Canadian identity and social cohesion. The campaign is aimed at Canadians in general, with a focus on youth, aged 12-18. "The Credo-I Believe in Human Rights" initiative invites young Canadians to learn about the Universal Declaration and to express their own ideas on human rights.

Native Citizens' Program

Coordination and administration of a series of Aboriginal community-based programs that serve the off-reserve First Nations (status and non-status), the Inuit and the Métis peoples. Two key features of programming include program devolution to Aboriginal organizations for their management and administration and community-based projects that are initiated and managed by Aboriginal peoples. Programming falls under three themes core funding and capacity- building, Aboriginal youth programs and cultural and language development, and is designed to support and facilitate the enhancement of the capacities of Aboriginal communities and organizations to participate in various fora and processes dealing with Aboriginal governance and the social, cultural, political, legal and economic issues affecting the lives of Aboriginal peoples in Canadian society. Funding for programs and initiatives is provided through the Aboriginal Friendship Centres Program, the Northern Native Broadcast Access Program, the Aboriginal Representative Organizations Program, the Aboriginal Women's Program, the Urban Multipurpose Aboriginal Youth Centres Initiative, the Aboriginal Languages Initiative and Young Canada Works for Urban Aboriginal Youth. The Native Citizens' Program also administers two Aboriginal languages agreements with the Northwest territories and the Yukon, and will be negotiating a third language agreement with Nunavut.

♦ Multiculturalism Directorate

Since 1971, Canada's Multiculturalism Policy has contributed to a vision of Canadian society based upon the values of equality, recognition and mutual respect regardless of race, ethnicity, language or religion. The policy encourages participation by citizens of all backgrounds in building and shaping Canada through support of three fundamental goals: fostering identity, developing civic participation and enhancing social justice. The Multiculturalism Program is one of the vehicles used by government to advance these broad policy goals.

A recent comprehensive review of Multiculturalism resulted in a renewal of the Multiculturalism Program and the adoption of five new Program objectives. The renewed Multiculturalism Program undertakes a range of activities including research, public policy analysis, p public education and promotion and the administration of a granting program which provides support to community initiatives. Work undertaken or funded must meet one of the following Program objectives: 1) to assist in the development of strategies that facilitate the full and active participation of ethnic, racial, religious and cultural communities in Canadian society; 2) to facilitate collective community initiatives and responses to ethnic, racial, religious and cultural conflict and hate-motivated activities; 3) to improve the ability of public institutions to respond to ethnic, racial, religious and cultural diversity by assisting in the identification and removal of barriers to equitable access, and by supporting the involvement of diverse communities in public decision-making processes; 4) to encourage and assist in the development of inclusive policies, programs and practices within Federal departments and agencies so that they meet their obligations under the Canadian Multiculturalism Act; and 5) to increase public awareness, understanding and informed public dialogue about multiculturalism, racism and cultural diversity in Canada.

Official Languages Support Programs Branch

The objectives of the Official Languages Support Programs Branch are to promote French and English in Canadian society; and to encourage the development of Francophone and Anglophone communities in minority situations.

The Branch's activities include the following main components:

Community Development

The Official Languages Support Programs Branch supports official-language minority communities to establish and maintain their own organizations enabling them to contribute fully to Canadian society, notably in the areas of arts and culture, education, the economy, communications, legal and political issues as well as new technologies.

Federal-Provincial/Territorial Cooperation

Partnerships with the provinces and territories enable official-language minority communities to have access to education in their mother tongue; to manage their own schools and to receive provincial and territorial services in their own language. This cooperation also allows all young Canadians to have the opportunity to learn French or English as a second language.

Interdepartmental Cooperation

Through its coordination role undertaken with other federal institutions, the Official Languages Support Programs Branch enables official-language minority communities to profit fully from federal programs in all regions of the country. Initiatives include helping to establish better links between the communities and federal departments, notably through the new Interdepartmental Partnership with the Official Languages Communities (IPOLC).

Promotion

The promotion component of the Branch endeavours to promote the bilingual character of our country as a fundamental part of our national identity by advocating the advantages and rewards brought forth by Canada's linguistic duality and by encouraging activities which foster mutual understanding between Francophones and Anglophones such as Summer Language Bursaries, Queen Elizabeth scholarships for second language study, etc. In addition, the Branch cooperates with the private and voluntary sectors so that they may offer French and English services to their clients and foster the recognition and use of both official languages.

Sport Canada Branch

Sport Canada plays a key policy and program leadership role related to sport at the interprovincial, national and international levels. Sport Canada supports the achievement of high performance athletic excellence as a means of stimulating pride in Canada and promoting Canadian identity at home and abroad and works with key partners to sustain the development of the Canadian Sport System. The policy priorities for sport include: Canada's high performance athletes, and the programs that directly support them; coaches and coaching development; delivery of high performance services to athletes through national sport organizations and other delivery mechanisms; increased access to sport for under-represented groups, particularly women, athletes with disabilities and Aboriginal people; and initiatives contributing to the achievement of the government of Canada's broad social and economic objectives.

Strategic Management Sector

The Strategic Management Sector is responsible for the development and implementation of strategies and instruments in order to manage the Canadian Heritage Portfolio in a concerted fashion; to develop a vision and a focussed, coherent policy and planning framework; to set in place management mechanisms that will implement this policy and planning framework and promote the effective integration of vertical and horizontal issues across the Department and Portfolio; to provide the opportunity for the Department to define and stake out its unique role in matters of Canadian Identity.

♦ Strategic Planning and Policy Coordination Branch

The Strategic Planning and Policy Coordination Branch manages the annual priorities and planning cycle for the Department, including the strategic planning process; develops corporate policies; interfaces with agencies and Crown corporations of the Canadian Heritage Portfolio on corporate policy and strategic planning issues; and undertakes strategic research and information analysis. It is also responsible for the Department's Cabinet, Legislative, Parliamentary and Regulatory services. The Branch ensures that appropriate environmental and public policy factors are considered in the Department's strategic and tactical decision-making, manages the Department's approach to horizontal governmental and departmental policy issues and provides a central liaison for Cabinet Committees and Parliamentary affairs including daily Question Period preparation.

♦ International and Intergovernmental Affairs Branch

The Branch oversees and manages the Department's bilateral relations with other countries and with provincial and territorial governments, and multilateral relations with major international organisations and institutions including La francophonie. Responsibilities include international strategic planning, international cultural policy development, bilateral and multilateral cooperation and representing Canada in various multilateral fora such as UNESCO, the Council of Europe, the International Network on Cultural Policy and various organisations in the Agence de la francophonie. The Branch also manages Aboriginal issues affecting both the Department and its Portfolio agencies.

♦ International Events and Promotion Branch

The Branch, through its International Events and Promotion Directorate, coordinates, organizes and executes Canada's participation in international expositions held abroad. It is also responsible for the fulfilment of the Bureau international des expositions (B.I.E.) Convention when expositions are hosted in Canada. In doing so, the Directorate works closed with other federal departments, provinces and territories and the private sector on the planning, financing and organization of Canada's presence at international expositions. It represents the Government of Canada at the Bureau international des expositions (B.I.E.) - the body which controls the frequency and the quality of international expositions.

♦ Communications Branch

The Communications Branch promotes the policies, programs and services of the Department and ensures that the Department is visible, accessible and accountable to the public that it serves; it advises the Department's senior management, sectors and programs on all issues relating to communications with the public, client-groups and the media.

♦ Corporate Review Branch

The Corporate Review Branch conducts, manages and reports on the Department's audits, evaluations and reviews. That information is used to report to Parliament and central agencies of the federal government, and to provide advice to the Deputy Minister, the Minister, Secretaries of State, and senior managers. The work of the Branch results in information on how effectively and efficiently the Department's resources have been used, and suggests what improvements could be made. Information, analysis and advice provided by the Branch

are used for strategic planning, performance reporting, priority setting, resource allocation, and policy and program development.

♦ Regional Operations

A network of five organizations with offices in 24 cities manages and delivers the Department's programs and services in all regions of the country, providing special attention on the specific needs and aspirations of each region. The regional offices provide technical assistance to regional, provincial and local organizations for all departmental programs delivered at regional levels, except for those related to Parks Canada.

Corporate Services Sector

The Corporate Services Sector encompasses the Administrative Services, Information Management and Financial Management Branches. Corporate Services clients include the Minister and Deputy Minister's offices, and all sectors and programs at headquarters and in the regions.

♦ Administrative Services Branch

The Branch's goal is to assist departmental organizations meet their operational objectives through the provision of value-added services and cost-effective solutions. Services provided by the Branch include: meeting and parking coordination, facilities planning and design, mail and courier, moving, and environmental services; goods and services contracting, assets management, disposal and recycling, fleet management and coordination, and warehousing; personnel, physical and technical/electronics security investigations, emergency/contingency plans, occupational health and safety assessments; access to information and privacy Acts administration; advice relating to diversity in the work place; and, shared services project management.

♦ Financial Management Branch

The Financial Management Branch supports the Minister, the Secretary of State, the Deputy Minister, Management Committee and provides services to all sectors. The Branch has three directorates: Financial Management Minister's Portfolio provides advice and supporting information to the Minister of Canadian Heritage and senior officials of the Department relating to the agencies and Crown corporations for which the Minister is responsible. The Financial Planning and Resource Utilization directorate provides information relating to a variety of subjects dealing with program resource requests and approval; financial management, financial reporting; corporate and strategic planning. The Accounting Services, Financial Policy and Systems directorate provides advice and information relating to the full spectrum of accounting operations; delegation of authorities; financial systems, policy and training; and operation of the department's financial management system.

♦ Information Management Branch

The Branch is responsible for managing the innovative and strategic use of information as a corporate resource; for coordinating the sharing and integration of information resources to meet the Department's program delivery needs and objectives; for the enhancement of services and productivity improvement through the re-engineering of business plans and processes and the application of technology and for managing departmental investments in and use of technology; for the planning and definition of the Department's information management policy and its implementation through this organization.

Arts and Heritage Sector

The Sector develops policies and delivers programs and services to arts and heritage organizations. The Sector seeks to heighten Canadians' awareness of the contribution of the arts and heritage community to the fabric of Canadian society, and by increasing access to arts and heritage resources, to strengthen Canadians' understanding of their country.

In fulfilling its mandate, the Sector works closely with portfolio agencies - including the Canada Council for the Arts, the National Arts Centre, Canada's national museums, the National Archives of Canada and the National Library. The Sector advises the Minister on all matters related to its mandate.

♦ Arts Policy Branch

The Arts Policy Branch develops national strategies, policies and programs to assist Canadian artists and non-profit cultural organizations, and facilitates the development of the arts sector. It is responsible for the Cultural Initiatives Program and the National Arts Training Contribution Program. The Branch is currently developing policy instruments addressing the issue of financial and organizations stability in the performing arts, human resource needs in the arts and outreach and dissemination. It also supports research and development by creators exploring new media, and advises the Minister on policies regarding the Canada Council for the Arts and the National Arts Centre.

♦ Canadian Conservation Institute

The mandate of the Canadian Conservation Institute (CCI) is to promote the proper care and preservation of Canada's movable cultural heritage and to advance the practice, science and technology of conservation.

Its mission is to preserve Canadian heritage and support conservation and heritage institutions in Canada by creating and disseminating conservation knowledge and providing expert services. CCI offers a wide range of services and products to its clients, including: advisory services, conservation and restoration treatment services, scientific and analytical services, site visits and on-site consultancy services, training services, preventive conservation services, publications and specialized

products, library services, and exhibit transportation services.

♦ Canadian Heritage Information Network (CHIN)

CHIN's mission is "to broker effective access to Canadian and international heritage information for public education and enjoyment and for the collective benefit of Canadian museums". Through the Internet, CHIN assists the Canadian museum community in achieving a collective presence while striving to provide access to the widest possible private sector and public audience. Museum collections are showcased in virtual exhibits, the Guide to Canadian Museums and Galleries, Artefacts Canada, and the national inventories of museum collections, which contain information on over 25 million objects. Other reference information relevant to heritage professionals is also available. CHIN represents the museum community in international projects related to access to heritage information and, through project partnerships, provides a technology assessment function in the areas of creating and managing electronic heritage information resources. CHIN's work in developing standards for museum documentation has been internationally recognized and has been extended to encompass a broad range of information types and the technical protocols necessary to exchange information in a widely distributed environment.

♦ Heritage Branch

The Branch is responsible for the development of legislation and national policies that protect and ensure increased public access to the heritage of Canada. It maintains ongoing liaison with federal heritage agencies and with national heritage organizations. The Branch is also responsible for the design and delivery of heritage programs such as the Museums Assistance Program, the International Exhibitions Program, Young Canada Works in Heritage Institutions, the Movable Cultural Property Program; and the heritage components of the Young Canada Works Program; and provides the Secretariat to the Canadian Cultural Property Export Review Board.

With respect to the Parks Canada Agency, the Department of Canadian Heritage retains responsibility and capacity for policy development and the provision of advice to the Minister of Canadian Heritage on issues relating to policy initiatives, including federal archaeology, national parks, national historic sites and other heritage places.

Cultural Development Sector

The Cultural Development Sector helps put policies into place and deliver programs for Canada's cultural and broadcasting industries. It is also involved in the development of applications using new technologies and their impact on Canadian artistic activities.

In fulfilling its mandate the sector works closely with federal cultural and broadcasting agencies – including the National Film Board, Telefilm, the Canadian Broadcasting Corporation, and the Canadian Radio – Television and Telecommunications Commission. The sector advises the Minister on all matters related to its mandate.

♦ Broadcasting Policy and Innovation Branch

Through formulating policies, proposing legislation, and designing and administering programs in relation to the Canadian broadcasting system, the Branch is responsible for ensuring that the Canadian broadcasting system contributes to the realization of Canadian social, cultural and economic objectives; enhancing the production and exhibition of Canadian television and radio programming and their availability to Canadians; and providing advice concerning the implementation of policies and programs by the independent agencies responsible for these activities including the Canadian Broadcasting Corporation (CBC), and the Canadian Radio-television and Telecommunications Commission (CRTC). The Branch provides advice in relation to responsibilities of the Minister under the Broadcasting Act with respect to the issuance of policy directions to the CRTC and the review of CRTC broadcasting decisions. The Branch also ensures that Canadian content will evolve in the new global and multimedia environment. Through the development of policies, proposed legislation and esign and administration of programs, it promotes the production and the availability of Canadian products and services related to new media.

♦ Cultural Industries Branch

By formulating national policies, proposing legislation, designing and administering programs in the fields of copyright, film and video, sound recording and publishing, the Branch is responsible for supporting the cultural and economic development of the cultural industries in Canada; enhancing the production and distribution of Canadian films, video programs, sound recording, books and periodicals to ensure their availability to Canadians; reviewing foreign investment cases in the cultural sector; ensuring, through the development of copyright policy and legislation, the legal recognition and protection of the economic and moral rights of creators and users and providing advice concerning the implementation of policies and programs by the cultural agencies, namely, the National Film Board and Telefilm Canada, which are consistent with the federal government's cultural policy and objectives.

♦ Trade and Investment Branch

The Trade and Investment Branch develops policies and programs to help Canadian cultural industries export their productrs and services aborad. The Branch ensures that Canada's cultural policy objectives are supported in international trade and investment negotiations and disputes. The Branch offers services and programs (such as export awareness, training for exporters, export market intelligence and research, international business promotion, assistance to Canadian Trade Commissions

abroad) to open doors for more Canadian cultural exporters in foreign markets. The Branch assists cultural exporters to diversify and expand markets and exports, manages the Department's participation in Team Canada Inc., advises on strategies for interantional trade and investment negotiations and disputes, represents the interests of Canadian cultural industries at interantional trade and investment forums.

Parks Canada Agency

The Parks Canada Agency Act, creating the Parks Canada Agency, was proclaimed to come into force on December 21, 1998. The Agency has been established as a "departmental corporation" under Schedule II of the Financial Administration Act. This means that Parks Canada is a separate legal entitity, reporting to the Minister of Canadian Heritage, dedicated to delivering the programs set out within its legislation and policy authorities.

Parks Canada plays a leading role in federal government activities related to recognizing place representative of Canada's natural and cultural heritage. Parks Canada strives to encourage public understanding, apprecition and enjoyment of this heritage while ensuring that it is left unimpaired for future generations.

♦ Architecture and Engineering Directorate

Provides real property management support services to Parks Canada National Office, Service Centres and Field Units under a Memorandum of Understanding with Public Works and Government Services Canada.

♦ National Historic Sites Directorate

The National Historic Sites Directorate is responsible for Canada's national program of historical commemoration. The Directorate provides national leadership and direction to ensure the commemorative integrity of historic places of national and international significance through five main activity areas: National Historic Sites (including the Historic Canals), Heritage Railway Stations, Federal Heritage Buildings, Cultural World Heritage Sites, and Cultural Resource Management.

A large part of the planning and operational activities specific to National Historic Sites are the responsibility of service centres and field units. This Directorate provides policy, planning and operational guidance as well as centralized services for historical, architectural and archaeological research expertise, heritage presentation and public education, and partnerships and market research.

Some key services and products include: legislation and national policy for National Historic Sites, Historic Canals, Heritage Railway Stations, Federal Heritage Buildings, cultural World Heritage Sites and Cultural Resource Management; provision of historical and architectural research; services in support of policies and programs related to archaeological resources and Aboriginal heritage issues; management and implementation of the Heritage Railway Stations Protection Act; management of the Federal Heritage Buildings Review Office, providing assistance to government departments and agencies in the implementation of the Federal Heritage Buildings Policy, support to the Historic Sites and Monuments Board of Canada, the statutory body that advises the Minister of Canadian Heritage on historical commemoration; coordination of the Ministerial Plaquing Program and the National Program for the Grave Sites of Canadian Prime Ministers; management of the National Cost-Sharing Program for National Historic Sites; Canadian Inventory of Historic Building; National Historic Site systems planning, management planning and business planning; delivery of national public education products and interpretation advice; development and negotiation of strategic alliances and partnerships, strategic and market research, and heritage tourism.

Responsibilities of the Directorate are distributed among the following Branches: System Development; Policy and Government Relations; Historical Services; Archaeological Services; and Heritage Presentation and Public Education and External Relations. The Historic Sites and Monuments Board of Canada Secretariat and the Federal Heritage Buildings Review Office are also situated in this Directorate. The Heritage Conservation Program, a dedicated unit of Public Works and Government Services Canada, provides specialist architectural, landscape architecture, and engineering conservation services to the Directorate.

♦ National Parks Directorate

Is generally responsible for the development, operation and coordination of policies and methods for the management of national parks and national marine conservation areas to maintain their ecological integrity in perpetuity while enabling their use and enjoyment by the public or participation in federal-provincial park flora, development of policies governing Parks Canada's participation in international projects, and for participation in and support of the Canadian Heritage Rivers System in cooperation with the provinces and territories.

Specific responsibilities include: development, review, interpretation, and implementation of policies, procedures, legislation, regulations and management directives governing all aspects of national parks and national marine conservation areas management; development and coordination of the national park management planning process and other related planning processes; coordination and development of volunteer, cooperative and partnership arrangements with individuals, non-profit organizations and the business sector; coordination of Parks Canada participation in Aboriginal Claims negotiation; planning and negotiation efforts aimed at completing the park systems by the identification, selection and establishment of new national parks and national marine conservation areas in unrepresented regions; development, coordination of delivery of national

functional training; coordination of the application of the Canadian Environmental Assessment Act and policies for the Department; development of information systems in support of resource conservation and protection; development, coordination and special operations in law enforcement; undertake studies in the field of ecosystem conservation and management; delivery of scientific advice to the Parks Canada Agency; representing the Sector, Department and Canada on various national and international programs related to the maintenance of ecological integrity, biodiversity and biosphere reserves; managing and coordinating the Directorate's involvement in inter- and intra-governmental initiatives; providing leadership in achieving the goal of completing Canada's networks of protected areas; and, upon request, providing technical advice and assistance on protected areas planning and management to other countries and to visitors from other countries.

Also manages and provides national direction for the following Parks Canada-wide programs: volunteer and cooperative arrangements with individuals and non-profit cooperating associations, fire management, ecological integrity and ecosystem management initiatives, visitor risk management and search and rescue.

♦ Strategy and Plans Directorate

Supports the strategic management of Parks Canada's Program and contributes to the effective management of its investment portfolio and related decision-making. Strategy and Plans is involved in several business areas: (1) Strategic Business Services to provide the strategic business services planning capability and optimize financial and resource utilization decisions; (2) Business Innovations to secure funding from various sources, oversee funding implications of business activity in order to advance Parks Canada's business plan in accordance with the vision and to advance the business plan goals and objectives through the development and involvement in activities related to partnerships and alliances with third parties; (3) Investment Portfolio Management to facilitate the professional management and effective stewardship of Parks Canada's $6 billion portfolio, (4) Augit/Evaluation/Performance Measurement to ensure the implementation of effective accountability measures for decision makers.

Information Holdings

Program Records

Canadian Identity Sector

Canadian Studies
Description: Information concerning the activities of the Canadian studies component, as well as technical and financial support provided to individuals, organizations, private sector companies and corporations and educational institutions aimed at promoting Canadian studies. ***Topics:*** Canadian studies – general; The Uniqueness of Canadian Society; The Media in Canadian Society, Canadian Comparisons; Canada in the World; Science in a Canadian Context; Print Learning Materials Development; Film and Audio-Visual Learning Materials Development; Computer-based and assisted Learning Materials Development; Open Learning Materials Development; Matching of Private Sector Support for Canadian studies; TERRA NOVA Initiatives; Publications pertaining to Canadian studies. ***Program Record Number:*** CH CCP 085

Youth Program
Description: Information relating to programs aimed at young Canadians. ***Topics:*** Criteria for Open House Canada; Guide to a Good Exchange, Exchange Opportunities for Canadians. ***Program Record Number:*** CH CCP 065

Ceremonial and Canadian Symbols Promotion
Description: Information concerning State Ceremonial activities and promotion of Canadian symbols. ***Topics:*** Protocol and Special Events – general; national anthem, Coat of Arms of Canada; ceremonies and celebrations; state funerals, Canada Day: promotion of Canadian symbols; flags, gifts offered by the Government of Canada; Governor General; Parliament Hill; provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant-governors; Royal Family; royal visits; use of the Crown as a symbol; legal use of the Canadian flag and other official symbols of the Crown; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; anniversaries. ***Program Record Number:*** CH CPP 040

National Strategic Alliances
Description: Information relating to partnerships, sponsorships and strategic alliances with corporate Canada, the not for profit sector, and other government departments. ***Topics:*** Effective Partnerships with Corporate Canada: Policy Framework, Tools and Methods. ***Program Record Number:*** CH CCP 045

Community Partnerships Program
Description: Information concerning technical, financial and professional assistance to national or local voluntary organizations; information on research undertaken and policies developed by the government to create innovative means to assist the voluntary sector; information on trends and research projects within the voluntary sector. ***Topics:*** Volunteerism – general; reports, research and studies; conferences, meetings and seminars. ***Program Record Number:*** CH CCP 060

Human Rights Program
Description: Information concerning policies and programs relating to human rights and the implementation of international human rights instruments; technical and financial support to national and regional voluntary and non-governmental organizations aimed at promoting development, understanding and respect for human rights in Canada. ***Topics:*** Human rights – general; Canadian Charter of Rights and Freedoms; 50th Anniversary of the Universal Declaration of Human Rights; International bodies and specialized agencies; multilateral treaties; Canada's reports to the United Nations; International Covenant on Civil and Political Rights; International Covenant on Economic, Social and Cultural Rights; International Convention on the Elimination of All Forms of Racial Discrimination; Convention on the Elimination of All Forms of Discrimination against Women; Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment; Convention on the Rights of the Child; Court Challenges Program of Canada. Committees -- general; Continuing Committee of Officials on Human Rights; Conferences/Seminars -- general; Conferences of Ministers Responsible for Human Rights. ***Program Record Number:*** CH CCP 035

Multiculturalism
Description: Information concerning the Canadian Multiculturalism Act, the application of the federal multiculturalism policy and program activities involving the multicultural nature of the country. ***Topics:*** Multiculturalism Program – general; program management; social development; community action; civic participation; anti-racism; public education on multiculturalism, racism and diversity; organizational and institutional change related to diversity; ethnic, racial, religious and cultural identity; hate crime and bias activity; research; reports and studies; demographic data; research and analysis for the Minister and for federal departments and agencies on the implications and application of multiculturalism as a federal policy. ***Program Record Number:*** CH MUL 050

Native Citizens Program
Description: Information concerning policy relating to Aboriginal people, grants, advice and the administration of programs supporting Aboriginal organizations and on social, cultural, political and economic issues and research concerning Aboriginal people. ***Topics:*** Native citizens -- general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and welfare; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; constitutional issues; laws; urban and migrating Aboriginal peoples; non-government native organizations; Aboriginal representative organizations; policy development; reports and studies; research; language retention; social and cultural development; sports; statistics and surveys; women; youth. ***Program Record Number:*** CH CCP 070

Official Languages – Federal-Provincial/Territorial Cooperation
Description: Information pertaining to education in the language of an official-language minority community and the teaching of the second official language. ***Topics:*** Development of bilingualism; Bilingualism and Biculturalism Royal Commission; information – program and publicity; Official Languages in Education; summer language bursary program; official language monitor program; correspondence with the public and educational institutions; private schools policy; elementary and secondary levels – federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; specific projects and activities, cost-shared by province and territory; language research – general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with national and inter-provincial organizations; protocol of agreements between the Government of Canada and the Council of Ministers of Education, Canada (CMEC) and bilateral agreements between the Government of Canada and provincial/territorial governments, for minority-language education and second-language instruction. ***Program Record Number:*** CH ESP 030

Official Languages Communities
Description: Information on the services provided to official-language community groups, including funding to voluntary organizations, to establish and maintain their organizations. ***Topics:*** Development of institutional services for the minority; lobbying and promotion activities relating to access of minority groups to educational, health, sports, leisure and telecommunications services; maintenance and development of services provided directly by minority-community organizations. ***Program Record Number:*** CH OLP 025

Promotion of Official Languages
Description: Information on the Promotion of Official Languages Program, which provides funding and technical support to organizations in the private sector and to provinces and territories. ***Topics:*** Promulgation and implementation of laws recognizing the equal status of both official languages; fostering a national awareness of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, voluntary and private sector establishments and the provinces and territories. ***Program Record Number:*** CH OLP 020

Sport Canada
Description: Information on financial eligibility and technical support and services to national agencies to encourage, promote and develop activities directed towards the development of Canadian sport and the Canadian sport system. Also, information on developing a

strategy to enhance the international dimensions of Canada's sport policy and relationships in order to assist in maintaining a high level of success and visibility in international sport as well as to ensure that Canada provides leadership in the national and international sport community. ***Topics:*** National Sport Organizations (single sport); Multi-Sport Organizations; Canadian Olympic Association; Hosting Support Program, National Sport Organization and Multi-sport/multi-service Organization Contribution Support program; National Sport Centres; Athlete Assistance Program; Sport Funding and Accountability Framework; Funding and Accountability Framework for Athletes with Disabilities; Major Games and Sport events (Olympic Games; Canada Games; Pan-American Games; World University Games; Games of la Francophone; Commonwealth Games; Arctic Winter Games; North American Indigenous Games); Anti-Doping Program; conferences; women in sport; sport publications and reports; sport policies and papers; research and evaluation papers; discussion papers; liaison with NSOs; sport sciences; future development of the Canadian sport system; Federal-Provincial-Territorial Sport Committee, and; International liaison. ***Program Record Number:*** CH FAS 415

Arts and Heritage Sector

Canadian Conservation Institute

Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, Exhibit transportation and storage; strategic planning; technical design advice on building and renovation of heritage facilities; training through internships, publications and information services on the institute's conservation research projects and other related technical areas. ***Topics:*** Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; development planning and feasibility studies; architectural design; environmental standards and controls; collection preservation; security; fire protection; Exhibit transportation and storage; conservation processes research; environment and deterioration research; analytical research services; photographic services, documentation; publications; internships; workshops and seminars; library. ***Program Record Number:*** CH MHP 276

Canadian Cultural Agencies: Performing, Visual and Literary Arts

Description: Correspondence, memoranda and reports relating to the Canada Council and National Arts Centre. ***Topics:*** Canada Council – organization, legislation and regulations, programs and development, requests for information and assistance. National Arts Centre – facilities, organization, legislation and regulations, financial policy, resident companies. ***Program Record Number:*** CH APP 232

Canadian Heritage Information Network

Description: The provision of services to assist Canadian museums and other heritage organizations in sharing and disseminating information about their institutions, collections, and related information; on-line journal for heritage professionals; advice and training on the application of information management and technology in museums; production of virtual exhibitions in collaboration with national and international partners; information on the development of standards and guidelines for museum documentation and information exchange; related publications; and database subscription services. ***Topics:*** Electronic delivery of museum products and services; information management; documentation; national inventories of Canadian collections and archaeological sites; research and reference information pertinent to conservation, archaeology, material culture, and museums; information technology assessment; Internet presence, intellectual property management; policy; procedures; public enquiry. ***Storage Medium:*** Servers ***Program Record Number:*** CH MHP 274

Cultural Initiatives Program – Applications for Financial Support

Description: Information concerning projects for which financial support has been requested from the program. ***Topics:*** Management and strategic development of non-profit cultural organizations; festivals and special events; capital projects. ***Program Record Number:*** CH APP 265

Heritage Policy and Research

Description: Cabinet documents, legislation, correspondence, memoranda and reports relating to cultural heritage, including policy issues for the Government in the area of museums, federal archaeology, national parks, national historic sites and other protected areas and the following agencies: National Library of Canada, National Archives of Canada, National Gallery of Canada, and its affiliate the Canadian Museum of Contemporary Photography, Canadian Museum of Civilization, and its affiliate the Canadian War Museum, Canadian Museum of Nature, and the National Museum of Science and Technology and its affiliate the National Aviation Museum and the Agriculture Museum and Parks Canada Agency. ***Topics:*** Heritage; historical resources; libraries; museums; archives; federal archaeology; national parks; national historic sites and other protected areas. ***Program Record Number:*** CH MHP 225

International Exhibitions Program

Description: Separate files contain information concerning exhibitions visiting Canada from other countries and Canadian exhibitions touring abroad. Exhibition specifications and all correspondence are included on the file. ***Topics:*** International exhibitions; museums; galleries; archives; libraries. ***Program Record Number:*** CH IEP 201

Movable Cultural Property – Policy and Activities
Description: This class of documents contains information about the departmental activities related to the Cultural Property Export and Import Act. It includes files on the administration of the Cultural Property Export and Import Act, the applications for designation of institutions and public authorities as eligible recipients of cultural property grants, loans and applications for grants and loans, and files on applications for export permits. ***Topics:*** Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries. ***Program Record Number:*** CH MHP 275

Museum Assistance Program
Description: Separate files are maintained at Headquarters and in regional offices for all applications under the program's components. Files contain information on the corporate and financial status of the museum, art gallery or related organization involved. Project specifications and all correspondence are included on the file. ***Topics:*** Assistance programs – aid to individual museums, art galleries, and related non-profit organizations for specific projects in public access and service, collections support, organizational and human resource development and aboriginal museum development; studies related to program performance. ***Program Record Number:*** CH MHP 278

Performing, Visual and Literary Arts Policy
Description: Correspondence, memoranda and reports relating to performing, visual media and literary arts, crafts and design policy issues. ***Topics:*** Arts; performing arts; Status of the Artist Legislation and related initiatives; music; theatre; dance; taxation – Canadian artists, tax issues and treatment of the artists; federal tax; tax expenditures; tax incentives and fiscal measures; visual arts; crafts; exhibitions and fairs; literary arts; cultural sector training; Native arts; arts and technologies and Arts marketing. ***Program Record Number:*** CH APP 235

Arts Development and Programs
Description: Information on policies, statistics, programs and proposals related to human resources issues in the cultural sector, cultural tourism, new media arts, festivals and outreach issues, minority language arts communities, and cultural facilities. ***Topics:*** Training and professional development, marketing, media, performing and visual arts, cultural facilities. ***Program Record Number:*** CH APP 215

National Arts Training Contribution Program - Applications for Financial Support
Description: Information concerning institutions and programs for which financial support has been requested. ***Topics:*** Training in the arts - dance, theatre, opera, music, circus, visual arts. ***Program Record Number:*** CH ACG 210

Cultural Development Sector

Book Publishing Industry Development Program
Description: Separate files are maintained for each application under the program's components. Files contain information on the corporate and financial status of the book publisher or industry group involved. Financial statements, business plans and all correspondence are included on file. The program also maintains an automated data bank with financial information on each applicant. ***Topics:*** Programs components – aid to publishers; distribution; aid to industry and associations, international marketing assistance. ***Program Record Number:*** CH ACI 250

Broadcasting Programming Services
Description: Information on the identification and analysis of issues leading to the development of policy and program proposals for national application taking into account international trends and developments. Information on the formulation of policies and proposals, recommending and shaping strategies directed at developing the Canadian broadcasting sector both in Canada and internationally. ***Topics:*** This includes television, radio, pay and specialty services [both public (CBC and provincial) and private] operating in English and French and other languages in a manner that enhances Canadian social, cultural, political and economic objectives particularly with respect to violence, access and media literacy; formulating and shaping policies and strategies for the CBC and negotiating their implementation; monitoring and assessing the impact of major trends on the broadcasting sector including digital technology and digital video compression, industry restructuring and heightened competition, international trade agreements and public and private sector needs and concern. ***Program Record Number:*** CH BCI 026

Broadcasting Distribution Services
Description: Information on legislative changes to the Broadcasting Act, identification and analysis of issues leading to program policy and development proposals for national and regional application and in relation to international concerns; formulates policies and programs recommending strategies which ensure the Canadian broadcasting system evolves in a manner that safeguards and enhance Canadian social, cultural, political and economic objectives. ***Topics:*** Relates to current and emerging areas of significance such as the information highway, convergence, telecommunications, industry restructuring, international trade agreements and evolving technologies; develops legislation which reflects policy with respect to radio, television, cable television and other broadcasting distribution services; and administers related programs. ***Program Record Number:*** CH ACI 224

Canadian Audio-Visual Certification Office
Description: An automated information bank containing information on applications from producers for certification of their film and video productions. A manual and automated filing system exists containing individual application forms and supporting documentation. Special requests for statistics are accommodated whenever possible. ***Topics:*** Number of certified productions by year as well as total budgets; percentages of Canadians performing key creative functions by year; percentages of remuneration paid to Canadians; individuals performing key creative functions; percentages of Canadian costs; location of shooting, as well as such confidential information as budgets, and audited statements. This class of documents contains personal information of creative personnel, such as name, address and citizenship. ***Program Record Number:*** CH ACI 255

Canadian Film and Video Production Tax Credit
Description: The refundable tax credit for films and videos without Canadian content, but produced in Canada using Canadian labour, can cover up to 5.5% of the cost of an eligible production. ***Topics:*** The credit attracts foreign production to Canada and contributes to Canadian employment in the film and video production sector. ***Program Record Number:*** CH FVP 200

Copyright Policy Development
Description: Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. ***Topics:*** Criteria for copyright protection; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and remedies; briefs and submissions relating to the above; copyright-based industries; interfacing of communications; copyright policies, and international negotiations of copyright protection. ***Program Record Number:*** CH APP 245

Cultural Industries Development Fund (CIDF)
Description: Files relating to policy documents, Memoranda of Understanding, lists of firms and amounts awarded, and minutes of the Joint Committee of the CIDF are maintained. Information regarding the admissibility of specific firms is kept with the Business Development Bank of Canada, which administers the CIDF on behalf of the Department. Client information is confidential and consists of annual reports, business plans, and financial statements. ***Topics:*** Business Development Bank of Canada, Cultural Industries Development Fund. ***Program Record Number:*** CH ACI 230

Film and Video Policy and Programs
Description: Information on cultural industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues. ***Topics:*** Canadian ownership; imports and exports; distribution and production; federal cultural agencies – Telefilm Canada, National Film Board; foreign investment policies tax issues; tax credit issues; financial assistance; training and development. ***Program Record Number:*** CH ACI 221

Innovation
Description: Factual and analytical information on questions related to policy development and the creation of national programs in the fields of new media, electronic commerce and the Internet on the basis of national trends, domestic and international context, and the evolution of markets. Information on the development of new and emerging technologies. Analyses their possible application in the Canadian cultural sector and evaluates the potential impact from social, cultural and economic perspectives. Develops and implements strategies, policies and legislation in order to ensure that the Internet is developed and structured in a manner consistent with the government's social, cultural and economic objectives. ***Topics:*** Information Highway, cable television, emerging technologies, Information Society. ***Program Record Number:*** CH INN 240

Publications Assistance Program (PAP)
Description: Separate files are maintained for each request for registration made with regards to the Program available to periodicals, commercial newsletters, small community weekly newspapers and certain other weekly newspapers mailed in Canada for delivery in Canada. Eligible publications receive a subsidy applied against postal rates charged by Canada Post Corporation. ***Topics:*** Files contain general information on the publisher and required documents regarding their eligibility under the PAP. This information is confidential and consists of financial information on the publisher, reports, documents required by the Department and correspondence with Canada Post Corporation. ***Storage Medium:*** Files on this new program will be kept for 7 years. ***Program Record Number:*** CH PAP 200

Publishing Policy – Book and Periodicals
Description: Information on the formulation of policies and programs pertaining to the book trade and the magazine publishing industry in Canada. ***Topics:*** Book and periodical policy in Canada and in the international context; reports, statistics and studies; book publishing and related sectors; marketing and development of the publishing industry in Canada and internationally; periodical and newspaper publishers and publishing; postal subsidy; print media and advertising; foreign investment; electronic publishing; associations, clubs and societies relevant to the publishing industry; conferences, task forces and study groups. ***Program Record Number:*** CH ACI 223

Sound Recording Policy and Programs
Description: Information on the industry in general, its market, industry participants, related departmental and

agency programs, industry associations and policy issues. ***Topics:*** Canadian ownership; imports and exports, copyright, customs and immigration; federal cultural agencies – Canada Council and CRTC; private sector consortium – FACTOR MUSICACTION CANADA; foreign investment policies; tax issues; financial assistance; training and development. ***Program Record Number:*** CH ACI 222

Parks Canada Agency

Environmental Protection

Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. ***Topics:*** General correspondence and reports on environmental protection; pollution and pollutants; regulations; reports and returns; surveys and studies; water supplies and wildlife. ***Program Record Number:*** CH CPS 040

Flora

Description: Information on botany, ecology and forestry management in the National Parks. ***Topics:*** General correspondence and reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting. ***Program Record Number:*** CH CPS 045

Health and Social Services

Description: Information on the various health and social services provided to people in a park site or historic canal. ***Topics:*** Health services for visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial governments. ***Program Record Number:*** CH CPS 050

Historical and Contemporary Technical References

Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in National Parks and the National Historic Sites and Historic Canals. Also historical records and training material on historical preservation. ***Topics:*** Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. ***Storage Medium:*** EDP and microforms. ***Program Record Number:*** CH CPS 030

Justice and Law Enforcement

Description: Information on justice and law enforcement in the National Parks, and the National Historic Sites and Historic Canals. ***Topics:*** Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies. ***Program Record Number:*** CH CPS 055

Management Information and Outreach

Description: Information on the general management and operational responsibilities of the Parks Canada Agency. ***Topics:*** Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources – inventories, management and research; signs; general surveys and studies. ***Program Record Number:*** CH CPS 005

Mineral Resources

Description: Information on mining, oil and gas activities at or near Parks Canada facilities. ***Topics:*** Mineral exploration and development; mineral claims; quarrying and various mining activities; oil and gas exploration and development; leases and permits. ***Program Record Number:*** CH CPS 065

National Historic Sites Programs

Description: Information on the commemoration of historic places of national and international significance, namely National Historic Sites, Heritage Railway Stations, Federal Heritage Buildings, Grave Sites of Canadian Prime Ministers and cultural World Heritage Sites. ***Topics:*** Cultural resource management; designation; commemoration, protection and presentation of historic places; Historic Sites and Monuments Board of Canada; monuments and plaques; historic value; commemorative integrity, heritage character; Canadian Inventory of Historic Building; Canadian Register of Heritage Properties; Register of Federal Heritage Buildings; national historic sites; historic canals; world heritage sites; heritage legislation and policy; public participation; cost-sharing; standards and training; historic resource conservation; historical, architectural and archaeological research; archaeology and artifacts; designation, inventory and recording of heritage buildings; heritage railway stations; cultural landscapes; management plans; business plans; systems planning; maintenance; conservation; preservation; restoration; modification; public education; interpretation; visitor reception centres; visitor activities; exhibits; publications; learning campaigns; collections; stewardship; thematic studies; Aboriginal heritage; outreach programs; monitoring; heritage tourism, client and market place research, stakeholders. ***Program Record Number:*** CH CPS 090

National Marine Conservation Areas

Description: Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. ***Topics:*** General development and planning, surveys and studies – general and thematic. ***Program Record Number:*** CH CPS 060

National Parks
Description: Administration, management and control of National Parks. ***Topics:*** Archaeology and artifacts; camp sites; cemeteries; development and planning; management plans; interpretive planning; townsite planning; regional planning; ski areas; day use areas; interpretive services; nature trails; signs; talks and tours; special events; extension services; interpretive centres; permits to collect specimens; public participation; research; sports; statistics; surveys and studies; tourists and tourism accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts. ***Program Record Number:*** CH CPS 075

Projects
Description: Information on engineering and architectural projects carried out in the Parks Canada Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also ENV PKS 005, Management Information and Outreach). ***Topics:*** Planning; design; construction; operation; maintenance; equipment; services; utilities; facilities; claims and evaluation. ***Program Record Number:*** CH CPS 035

Public Use Database
Description: Information on the collection of data on attendance at National Parks and National Historic Sites, campground use at National Parks, vessel movement data on the Heritage Canals, archived vehicular and interpretive data. ***Topics:*** Monthly attendance data for National Parks and National Historic Sites, daily/monthly campground utilization at National Parks, daily/monthly vessel movement data at Historic Canals. Archived vehicular and interpretive data is available up to 1988-89 only. ***Access:*** These records are located at Parks Canada headquarters, regional offices and park offices. A report is issued annually. ***Storage Medium:*** EDP Systems and hard copy. ***Program Record Number:*** CH CPS 020

Realty
Description: Information on the management of real property including National Parks, National Historic Sites, Historic Canals and Corridors, Admiralty, Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters. ***Topics:*** General agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities – land use, rental setting. ***Access:*** The general realty records are arranged by subject. Individual leases, licences of occupation and concessions, deeds and certificate of titles are arranged by location, the number of the lot and block, parcel number or other description and by the name of the individual. ***Storage Medium:*** Computerized data basis and Leasehold and Freehold lands as well as hard copy. ***Program Record Number:*** CH CPS 010

Water Resources
Description: Information on the use of water resources in Parks Canada. ***Topics:*** Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies. ***Program Record Number:*** CH CPS 080

Wildlife
Description: Information on all types of wildlife in the National Parks and National Historic Sites, including the management and protection of wild animals, birds, fish and insects. ***Topics:*** Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; reserves; furs and hides; fish culture; hatcheries and stocking; sport and commercial fishing in National Parks; insects and their control; use of insecticides. ***Program Record Number:*** CH CPS 085

Personal Information Banks

Canadian Identity Sector

Athlete Assistance Program
Description: This bank contains information on federal financial assistance to top Canadian athletes. It includes biographical data, performance results and academic information on each recipient. ***Class of Individuals:*** Personal information related to top Canadian athletes. ***Purpose:*** The purpose of this bank is to maintain an inventory on eligible athletes receiving federal financing. ***Consistent Uses:*** Use of the bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Records are retained while recipients are in receipt of financial support, and in accordance with the schedule of general records disposal for Central Registry files – 5 years. ***TBS Registration:*** 002734 ***Bank Number:*** CH PPU 220

Status of the High Performance Athlete in Canada Study
Description: This bank contains detailed information on the socio- economic and occupational conditions of Canadian high performance athletes. ***Class of Individuals:*** Information related to Canadian High Performance Athletes. ***Purpose:*** To develop policies and programs which are responsive to the needs of Canadian Athletes and the current realities of international sport. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** To be established. ***Related to PR#:***

HWC FAS 415 ***TBS Registration:*** 002955 ***Bank Number:*** CH PPU 232

Corporate Services Sector

Governor in Council & Ministerial Appointments databases
Description: These banks contain recommendations and biographical information, as well as related correspondence, on persons recommended as nominees for Governor in Council appointments to organizations for which the Minister is responsible. These banks also contain information on individuals appointed to these organizations. ***Class of Individuals:*** Personal information relates to candidates for appointment to various positions within organizations for which the Minister is responsible, as well as to the current incumbents of these positions. ***Purpose:*** The purpose of these banks is to maintain an inventory of potential candidates for appointment to organizations for which the Minister is responsible and to track the status of the current appointees to these organizations. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Active files are retained for approximately five years. ***TBS Registration: 003698Bank Number:*** CH PPU 058

Security Video Surveillance
Description: This bank contains video surveillance tapes for closed circuit television (CCTV) cameras located on the perimeters of 1600 Liverpool Court and 1030 Innes Road, Ottawa, Ontario. ***Class of Individuals:*** Employees of and visitors to these locations. ***Purpose:*** To protect government personnel and property. ***Consistent Uses:*** Video information that reveals evidence of illegal activity or employee misconduct may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. ***Retention and Disposal Standards:*** These tapes are kept for a 7 day period and are then reused. ***TBS Registration:*** 003995 ***Bank Number:*** CH PPU 076

Cultural Development Sector

Sound Recording Development Program
Description: This class of documents contains separate files for each application for funding under the Sound Recording Development Program. ***Class of Individuals:*** Individuals and private firms. ***Purpose:*** This information is compiled to help manage the Sound Recording Development Program. ***Consistent Uses:*** This information is used to determine eligibility for funding under the program. ***Retention and Disposal Standards:*** Records are retained for seven years. Applications are kept with FACTOR Musicaction and Canada Council who administer this program for the Department. ***TBS Registration:*** 002073 ***Bank Number:*** CH PPU 052

Parks Canada Agency

Back Country Use Permits
Description: The bank contains information used to identify persons, vehicles and missing persons. ***Class of Individuals:*** National Park visitors. ***Purpose:*** To provide records for monitoring Park use and identifying vehicles left at trail heads or road sides in emergency cases such as missing persons or bear problems; to control back country sites and facilities; to protect visitors. ***Consistent Uses:*** Provides an analysis of use of the back country, statistics, planning and rehabilitation. ***Retention and Disposal Standards:*** One year after expiry or when obsolete. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV CPS 020 ***TBS Registration:*** 001751 ***Bank Number:*** CH PPU 067

Campground Registration
Description: The bank contains listings of campgrounds and campers. ***Class of Individuals:*** Campers. ***Purpose:*** To control campground allocation, provide revenue accountability, statistics, future planning and aid to visitors. ***Consistent Uses:*** Statistics, revenue, maintenance decisions and future planning. ***Retention and Disposal Standards:*** Records are maintained for a period of five years. ***PAC Number:*** 72-010 ***Related to PR#:*** ENV CPS 020 ***TBS Registration:*** 001752 ***Bank Number:*** CH PPU 068

Collecting Permits
Description: Contains copies of collecting permits which have been issued to individuals (professionals) who require specimens for research purposes. ***Class of Individuals:*** Individuals (professionals) who require specimens for research purposes. ***Purpose:*** To allow a controlled amount of access to material which will help in research. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Files are retained for five years. ***PAC Number:*** 72-010 ***Related to PR#:*** ENV CPS 075 ***TBS Registration:*** 001749 ***Bank Number:*** CH PPU 061

Compensation for Loss of Fishing Rights, Kouchibouguac National Park
Description: This bank contains copies of correspondence from individuals, the replies and official findings of the arbitrator and data supporting the decision to allow or disallow claims for compensation. ***Class of Individuals:*** Fishermen resident in the Kouchibouguac area. ***Purpose:*** The purpose of this bank is to establish records of persons who have requested compensation for their loss of fishing privileges and income created by the establishment of Kouchibouguac National Park. ***Consistent Uses:*** It is used as a reference when new claims are received. ***TBS Registration:*** 003376 ***Bank Number:*** CH PPU 050

Creel Census/Survey
Description: Information collected is not specific, i.e. name, address. It is generic i.e. sex, age group. Of interest to the National Parks for fish management purposes only. ***Class of Individuals:*** Private Sector. ***Purpose:*** For research, evaluation and/or limits for fishing season. ***Consistent Uses:*** Provides information on fish catches and species for statistical use, and fishing limits. ***Retention and Disposal Standards:*** 10 years – National Archives of Canada selective retention. ***PAC Number:*** 72-010 ***Related to PR#:*** ENV CPS 085 ***TBS Registration:*** 001746 ***Bank Number:*** CH PPU 054

Duck Hunting – Point Pelee
Description: Information collected on duck hunting in Point Pelee. Activity terminated 1990. ***Class of Individuals:*** Duck hunters. ***Purpose:*** For duck management purposes. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** 10 years – National Archives of Canada selective retention. ***PAC Number:*** 72-010 ***TBS Registration:*** 001747 ***Bank Number:*** CH PPU 053

Eligible Status for Domestic Wood Cutting and Rabbit Snaring
Description: The bank contains a list of names and addresses of persons eligible for resident status for domestic wood cutting and rabbit snaring within Gros Morne National Park. ***Class of Individuals:*** All heads of households within the area of the Gros Morne National Park. ***Purpose:*** The purpose of this bank is to establish a list of persons eligible to cut wood and snare rabbits within the Gros Morne National Park boundary for the granting of individual permits. ***Consistent Uses:*** The list will also be used in the development of the forest management plan for the park. ***Retention and Disposal Standards:*** Criteria for this bank are to be established in 1995 and will be set out in regulations to control wood cutting and rabbit snaring. ***TBS Registration:*** 003374 ***Bank Number:*** CH PPU 070

Fishing Licence
Description: This bank identifies licence holders. ***Class of Individuals:*** National Park visitors (fishermen). ***Purpose:*** Information in this bank relates to the issuing of fishing licences. It is used to identify licence holders, to control the number of individuals fishing in the park, to restrict fishing to authorized areas, to support fish management and to ensure revenue accountability. ***Consistent Uses:*** Control use, set limits, set seasons, statistical purposes and Creel census/surveys. ***Retention and Disposal Standards:*** Files are kept for one year after they expire or become obsolete. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV CPS 085 ***TBS Registration:*** 001745 ***Bank Number:*** CH PPU 051

Hazardous Activities
Description: The bank contains information on persons involved in hazardous activities, defines location, activity, number in group, etc. ***Class of Individuals:*** Parks Canada visitors. ***Purpose:*** To provide a record of visitors in case of overdue registration. ***Consistent Uses:*** Provides up-to-date information on use, locations, frequency, accidents, loss, or missing persons. ***Retention and Disposal Standards:*** One year. ***PAC Number:*** 78-001 ***TBS Registration:*** 001753 ***Bank Number:*** CH PPU 069

Hut Permits
Description: The bank contains information used to identify permit holders and verify reservations. ***Class of Individuals:*** Visitors. ***Purpose:*** To maintain information relating to the use, periods of stay, numbers and length of season. ***Consistent Uses:*** To support decisions for maintenance, monitor and control use and ensure the safety of visitors. ***Retention and Disposal Standards:*** One year. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV CPS 020 ***TBS Registration:*** 001750 ***Bank Number:*** CH PPU 066

Information Disclosures to Investigative Bodies
Description: This bank contains copies of privacy requests and replies as well as requests for disclosure to federal investigative bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives information related to their processing. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to the Privacy Commissioner on the number of access requests received annually. This bank is comprised solely of requests concerning persons for the purpose of law enforcement, and the replies to such requests. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are retained for five years and are then destroyed. ***Related to PR#:*** ENV CPS 010 ***TBS Registration:*** 002326 ***Bank Number:*** CH PPU 072

Law Enforcement – Investigations Files
Description: Contains names and addresses of persons charged with offenses including details of investigation, litigation and court decisions. It includes information collected by Parks Canada employees and the R.C.M.P.

during the course of investigations. This information may also include evidence collected by video surveillance in keeping with the Criminal Code. ***Class of Individuals:*** Persons who, there is reason to believe, have committed an offence, persons who are charged with offences, officers who conduct investigations, lawyers, judges and witnesses involved in trials, if held. ***Purpose:*** For use in bringing offenders to justice; for Crown defence purposes; for compiling statistical information for reporting purposes; and for corrective action to prevent or reduce recurrence. The information is located at three levels: 1) the field unit site; 2) the service centre law enforcement support unit; and 3) the national office enforcement unit. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Five years after which the information is transferred to the National Archives of Canada for selective retention. ***PAC Number:*** 72-010 ***Related to PR#:*** ENV CPS 055 ***TBS Registration:*** 001755 ***Bank Number:*** CH PPU 074

Leasehold Computer System
Description: This bank contains information on the various realty agreements with Parks Canada: the type of lease, licence, permit, term, appraised land value, rent and/or fee chargeable under the agreement against the property. The bank also contains the land address, legal description, name and address of the document agreement holder, information on transactions, assignments and mortgages. ***Class of Individuals:*** Lease holders of Crown property. ***Purpose:*** The purpose of this bank is to maintain a registry of all such agreements for the administration of such lands. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are maintained for the period during which the lease, permit, etc. is held. ***TBS Registration:*** 003377 ***Bank Number:*** CH PPU 045

Mailing Lists
Description: Mailing lists with names and addresses. ***Class of Individuals:*** The private sector, government officials (MPs and MLAs) and associations. ***Purpose:*** For mailing of Management Plan Newsletters as part of the Management Planning Process. ***Consistent Uses:*** Used for public participation programs and public relations purposes. ***Retention and Disposal Standards:*** Six months or when superseded or reduced to machine operations. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV CPS 005 ***TBS Registration:*** 001748 ***Bank Number:*** CH PPU 056

Resource Use Permits
Description: The bank identifies resource use and/or harvest activities permitted under regulation. ***Class of Individuals:*** Visitors, researchers and residents. ***Purpose:*** To identify permit holders using Park resources, and set restrictions. Examples include hunting, wood cutting and grazing. ***Consistent Uses:*** Monitor and control activities, compile statistics, survey use and plan future changes. ***Retention and Disposal Standards:*** One year after expiry or when obsolete. ***PAC Number:*** 78-001 ***TBS Registration:*** 001754 ***Bank Number:*** CH PPU 071

Freehold Lands Computer System
Description: This bank contains information on freehold lands to which Parks Canada has title and those lands which it has disposed. The bank contains the names of the grantor, grantee, legal description, number and date of registration in the provincial system, and information on transactions. ***Class of Individuals:*** Free holders of Crown property. ***Purpose:*** The purpose of the bank is to maintain a registry of all such documents for the administration of such lands. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are maintained in perpetuity. ***TBS Registration:*** 004012 ***Bank Number:*** CH PPU 077 ***PIB CH PPU*** 080

Classes of Personal Information

In the course of conducting the programs and activities of the Department, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, requests for funding and assistance, and complaints. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Book Publishing Industry Development Program
This class of documents contains separate files for each application for funding under the Book Publishing Industry Development Program. Files contain information about the corporate and financial status of the book publishers or industry groups involved. Personal information retained could include citizenship, nationality and other personal and financial information of company presidents, vice-presidents and shareholders. The information is used to determine eligibility for funding under the program. Files are retained for seven years and are then destroyed. (See also Program Records: COM ACI 250 – Book Publishing Industry Development Program).

Canadian Audio-visual Certification
This class of documents contains confidential personal information pertaining to the creative personnel employed in productions which have been submitted for certification to determine the eligibility of the production for the

Canadian Film and Video Production tax credit program. It contains names, addresses, citizenship and remuneration paid. Information is not filed by personal identifier, but is filed with application forms for the production. Special requests from other governments are considered and personal information is shared in accordance with subsection 8(2)(e) of the Privacy Act. Files are retained for five years and then transferred to National Archives of Canada for selective retention. (See also Program Records: COM ACI 255 – Canadian Audio-Visual Certification Office).

Canadian Heritage Information Network
This class of personal information is pertinent to the collection of museum objects by Canadian museums. The purpose of the information is to create a national inventory of museum collections and to assist museums in managing their collections. The documents may contain references to individuals with whom Canadian museums deal in relation to collecting. Also contained is basic biographical information on Canadian artists. The records are created and supplied by Canadian museums and are maintained as long as is necessary for their management. Contact information is also held about subscribers to CHIN products of services.

Cultural Initiatives Program
This class of personal information contains applications and supporting documentation submitted by cultural organizations seeking financial assistance for their activities. These documents may contain personal information pertaining to the directors and officers of cultural organizations including names and addresses. As well, the curriculum vitae of participants and/or expert advisors to the proposed activity may be held on file. This information is not filed by personal identifier but rather by cultural organization or activity title. This information was compiled to assess applications for funding of projects under the program including management development projects, capital projects and festivals and special events such as national conferences, etc. Records maintained by headquarters are retained for seven years, then transferred to National Archives of Canada for selective retention. Records are also maintained by the Department's Regional Offices which are responsible for the management of the Program.

Labour Market Study
Part 1 of this bank contains personal information on approximately 1200 employees of the museums across Canada and responses to questions on training and professional development opportunities, employment conditions, educational and training background, and some demographic data. Part 2 contains data on 500 museums and responses to questions on the museums labour market such as number of full-time and part-time positions; number of people employed for each job and their classifications; current budgets, etc. Records will be kept for five years (plus two years dormant).

National Arts Training Contribution Program This class of personal information contains applications and supporting documentation submitted by cultural training institutions seeking financial assistance for their operations. These documents may contain personal information pertaining to the directors and officers of the institutions, including names and addresses. As well, the curriculum vitae of individuals associated with the institution may be held on file. This information is not filed by personal identifier but rather by the name of the cultural institution. This information was compiled to assess applications for funding of operations under the Program. Records maintained by headquarters are retained for seven years, then transferred to the National Archives of Canada for selective retention.

Manuals

- Access to Information and Privacy Acts Employee Guide
- Audit Manual
- Departmental Access to Information and Privacy Acts Policies and Procedures Handbook
- Departmental Information Collection and Public Opinion Research Policies Handbook
- Departmental Mail and Courier Services Policies and Procedures Handbook
- Financial Coding Manual
- Financial Management Guide
- Fire Safety Plan
- Grants and Contributions Manual
- Guide to Departmental Mail Services
- Human Resources Web Site
- Information Classification and Protection Guide
- Information Collection and Public Opinion Research Desk Guide
- Information Technology Security Handbook
- Maintenance Standards (Volumes 1 & 2)
- Management Directives
- National Historic Sites Directives
- National Parks Directives
- Parks Canada Guiding Principles and Operational Policies
- Personnel Security Guide
- Security and Emergency Procedures Handbook
- Sign Manual
- State of the Parks – Profiles and Report
- The Departmental Policy on Informatics
- Trail Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the department and its programs and activities may be directed to:

Reading Room

The Departmental Library has been designated under the Access to Information Act as a public reading room. Its address is:

Jules Léger Building
2nd Floor,
15 Eddy Street
Hull, Quebec
K1A 0M5

It is open weekdays from 08:00 a.m. to 4:30 p.m.

Departmental manuals are available for consultation in regional offices listed below. Manuals are also available at local offices in the regions – addresses and telephone numbers can be obtained from the appropriate regional office. A Telephone Device for the Deaf (T.D.D.) telephone number is available at certain regional offices.

Alberta Region

Canadian Heritage
Harry Hays Building
220 – 4th Avenue S.E.
Room 552
Calgary, Alberta
T2G 4X3

(403) 292-4401

Atlantic Region

Canadian Heritage
Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9

(902) 426-8951

Ontario Region

Canadian Heritage
4900 Yonge Street
North York, Ontario
M2N 6L9

(416) 973-5400

Pacific and Yukon Region

Canadian Heritage
300 West Georgia Street
Room 300
Vancouver, British Columbia
V6B 6C6

(604) 666-0176

Prairie and Northwest Territories Region

Canadian Heritage
275 Portage Avenue
2nd Floor
P.O. Box 2160
Winnipeg, Manitoba
R3C 3R5

(204) 983-3601

Quebec Region

Canadian Heritage
Guy-Favreau Complex
200 René Lévesque Blvd West
West Tower, 6th Floor
Montreal, Quebec
H2Z 1X4

(514) 283-2332

Canadian Human Rights Commission
Chapter 29

General Information

Background
The Canadian Human Rights Commission was given its mandate with the passage in July, 1977 of the Canadian Human Rights Act. The Act became operative on March 1, 1978.

Responsibilities
The Commission's program objective is to give effect to the principle that within the federal sphere every individual should have an equal opportunity to participate in Canadian life consistent with his or her duties and obligations as a member of the Canadian society.

Specifically, the Commission deals with complaints of discrimination in employment, in the provision of goods, services, facilities and/or accommodation customarily available to the general public and in the provision of commercial premises or residential accommodation, based on any of the eleven prohibited grounds of discrimination enumerated in the Act: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or conviction of an offence for which a pardon has been granted. The Commission also attempts to resolve cases through the conciliation/settlement process before considering the tribunal process.

The Canadian Human Rights Act prohibits discrimination in policies and practices affecting wages for male and female employees who are performing work of equal value. As a result, the Commission investigates complaints alleging inequities in wage-related practices.

The Commission also monitors annual reports filed by federally-regulated companies under the Employment Equity Act, and where appropriate, initiates compliance actions.

The Commission also has a statutory responsibility to discourage and reduce discriminatory practices through public education, liaison, and any other means it considers appropriate. This responsibility is discharged by producing promotional and educational materials, developing and conducting information programs to foster public understanding of the principles of equal opportunity enshrined in the Canadian Human Rights Act, and by working cooperatively with employers and service providers both at the headquarters and regional levels.

The Commission functions as an independent agency and reports to Parliament through the Minister of Justice.

Legislation
- Age Guidelines (SI/78-165, October 25, 1978)
- Canadian Human Rights Act (R.S., 1985, c. H-6)
- Canadian Human Rights Benefit Regulations (SOR/80-68, January 11, 1980; amendment: SOR/82-783, August 19, 1982; SOR/83-615, July 28, 1983; SOR/85-512, May 31, 1985)
- Customs and Excise Human Rights Investigation Regulations (SOR/83-196, February 25, 1983)
- Employment Equity Act (1995, c.44).
- Equal Wage Guidelines (SOR/86-1082, November 18, 1986)
- Human Rights Tribunal Appeal Regulations (SOR/80-394, May 27, 1980; SOR/86-294, March 19,1986)
- Immigration Guidelines (SI/80-125, July 23, 1980)
- Immigration Investigation Regulations (SOR/80-686, August 27, 1980)
- Protection of Personal Information Regulations (SOR/78-145, February 22, 1978)

Organization
The Commission is headed by the Chief Commissioner who has deputy minister status. In this role, he is supported by the Secretary General. There are seven operational and administrative branches at headquarters: Executive Secretariat, Legal Services, Anti-Discrimination Programs, Employment Equity Programs, Human Rights Promotion, Policy and Liaison, Corporate and Personnel Services. In addition to the aforementioned, there are also six regional offices.

Anti-Discrimination Programs Branch
The Branch is responsible for the investigation and conciliation of complaints, including pay equity complaints. The Branch also provides a quality assurance function for the cases presented to the Commission.

Corporate and Personnel Services Branch
This Branch provides the Commission with support services in assets and facilities management, finance, telecommunications, informatics, security, information management and library services. It is also responsible for strategic planning and human resources management.

Employment Equity Branch
This Branch is responsible for monitoring employers' compliance with the Employment Equity Act by means of employment equity audits.

Executive Secretariat Branch

This Branch provides administrative services to the executive offices, including coordinating Commission meetings, managing executive correspondence, and preparing briefing materials. It is also responsible for access to information and privacy.

Legal Services Branch

This Branch provides advice to the Chief Commissioner, Commission members and staff. Legal officers also represent the Commission in litigation before tribunals, review tribunals and the courts.

Policy and Liaison Branch

This Branch monitors human rights issues of interest to the Commission, conducts research on policy issues and coordinates international liaison activities.

The Human Rights Promotion Branch

This Branch, which includes six regional offices, fosters public understanding of the Canadian Human Rights Act and human rights issues through information programs, the media, and community activities.

Information Holdings

Program Records

Administrative Services
Description: Correspondence, memoranda, reports, statistics on the general administration, administrative policy and procedures, library management and operation of the Commission. ***Topics:*** Associations, directives, committees, conferences and meetings, records of proceedings, management systems, information management, informatics, security, short and long-term facilities management, telecommunications, material management requirements, maintenance and repairs. ***Storage Medium:*** Paper, diskettes, microfiche, photos. ***Program Record Number:*** HRC AFP 045

Employment Equity
Description: Information on employment equity policy, compliance procedures under the Employment Equity Act, and the Commission's review and analysis of employment equity data. ***Storage Medium:*** Paper and diskettes. ***Program Record Number:*** HRC EPE 060

Employment Systems
Description: Documentation, correspondence and information relating to employment policies and practices of federally- regulated and provincially-regulated employers; also CHRC policies on the application of the Canadian Human Rights Act to employment policies and practices (i.e. employment systems). ***Topics:*** Policies and procedures relating to employment systems in federal departments, Crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations and provincially-regulated employers. ***Access:*** Files arranged by organization. ***Storage Medium:*** Paper and diskettes ***Program Record Number:*** HRC CCB 020

Financial Services
Description: Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. ***Topics:*** Accounts, audits, budget, contracts, hospitality, grants, signing authorities, travel. ***Storage Medium:*** Paper, diskettes, microfiche. ***Program Record Number:*** HRC AFP 050

General Liaison
Description: Co-operative liaison on administrative and operational subject matters with various governments, agencies and institutions. ***Topics:*** Federal departments and agencies; international governmental organizations; provincial and territorial governments and agencies; provincial human rights commissions; universities, colleges, schools, and institutions. ***Access:*** Files arranged by organization. ***Storage Medium:*** Paper ***Program Record Number:*** HRC RPB 040

Human Rights/Discrimination/Amendments
Description: Information on human rights and discrimination of a general nature; Canadian Human Rights Act amendments; committees; conferences. ***Topics:*** Human rights; discrimination; Canadian Human Rights Act amendments, government and non-government organizations, accessibility standards, adaptation plans; committees -- general, government and non-government organizations; conferences. ***Access:*** Files arranged by subject or organization. ***Storage Medium:*** Paper. ***Program Record Number:*** HRC CCB 015

Information Access and Privacy Coordination
Description: Information on support for, and coordination of, information planning, development, Access to Information and Privacy, and information collection activities. ***Topics:*** Information planning; national information systems development; Access to Information and Privacy; information collection; informatics coordination. ***Storage Medium:*** Paper, computer diskettes, audio tapes, large print, photos etc. ***Program Record Number:*** HRC AFP 065

Information and Production
Description: Information on the administration of the Commission's public affairs and media relations. ***Topics:*** CHRC publications; advertising, displays, lectures, conferences and other community activities; miscellaneous enquiries, press clippings, press releases and mailing lists. ***Storage Medium:*** Paper, audio-visual,

braille, large-print, oversized and other alternative formats. ***Program Record Number:*** HRC RPB 030

Legal Matters
Description: Information on the administration of legal matters, regulations and guidelines established for operational purposes; legal research on various subjects. ***Topics:*** Regulations and guidelines as identified under the Acts, laws, and regulations above, legal research on issues such as jurisdiction, judicial review, remedies, evidence, primacy; legal opinions by grounds of discrimination. ***Access:*** Files arranged by subject. ***Storage Medium:*** Paper, diskettes, audio-visual, photos. ***Program Record Number:*** HRC LEG 005

Personnel Services
Description: Correspondence, memoranda, reports, statistics on general personnel management activities within the Commission. ***Topics:*** Appointments, official languages, classification, employment and staffing, health/medical services, insurance, resource planning, salaries/wages, performance appraisals, superannuation/pension plans, disciplinary measures, training/development, employment equity statistics and security authorization. ***Storage Medium:*** Paper, diskettes. ***Program Record Number:*** HRC AFP 055

Program Delivery
Description: Information on contacts and activities with employers, unions and non-governmental organizations; education programs; community and outreach activities, and CHRC meetings. ***Topics:*** Education programs; consulting activities; information programs. ***Access:*** Files arranged by organization and project. ***Storage Medium:*** Paper, diskettes. ***Program Record Number:*** HRC RPB 035

Research and Policy
Description: Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials, and policy analysis in human rights. ***Topics:*** Surveys, research on various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. ***Access:*** Files arranged by report title or subject matter. ***Storage Medium:*** Paper, diskettes. ***Program Record Number:*** HRC RPB 010

Special Programs and Arrangements
Description: Documentation, correspondence and information on special programs, plans or arrangements undertaken by federally-regulated employers or service providers; also CHRC policies on the application of the Canadian Human Rights Act to special programs and arrangements. ***Topics:*** Policies and procedures in CHRC, provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment including studies and research, federal departments, crown corporations and agencies, chartered banks, communications organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services in federal departments, crown corporations and agencies, chartered banks. ***Access:*** Files arranged by organization. ***Storage Medium:*** Paper and diskettes. ***Program Record Number:*** HRC CCB 025

Personal Information Banks

Access and Privacy Request Data
Description: This bank contains formal and informal requests sent by individuals seeking access to CHRC operational administrative information and/or personal information about themselves held by the Canadian Human Rights Commission, replies to such requests, and information related to request processing. ***Class of Individuals:*** General public; applicants. ***Purpose:*** This material is used for processing access and privacy requests only and for reporting on the number of such requests received annually. ***Retention and Disposal Standards:*** The information in this bank is retained for two years after the last administrative action and then destroyed in accordance with the Privacy Act. ***PAC Number:*** 86-001 ***TBS Registration:*** 001506 ***Bank Number:*** HRC PPU 015

Commission members
Description: The Commission has a biography on each person appointed as Commission member. These records contain or may contain personal information on members such as employer, address, national of ethnic origin, fee and travel expense claims, etc. The Commission is made up of two full-time members and up to six part-time members. ***Class of Individuals:*** Individuals appointed to the Panel by order of the Governor-in-Council. ***Purpose:*** This information is retained to help the Chief Commissioner in his role as Commission spokesperson and as publically available information regarding the Commissioners' background and experience relating to human rights matters. ***Retention and Disposal Standards:*** The information in this bank is retained for six years and then destroyed or transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 86-001 ***TBS Registration:*** 003414 ***Bank Number:*** HRC PPU 020

Complaints Received Under the Canadian Human Rights Act, Part III
Description: The files consist of complaints lodged by individuals or groups from March 1, 1978, to the present, dealing with discrimination on the grounds of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or conviction for an offence for which a pardon has been issued; complaints of discrimination concerning pensions and insurance; hate messages; equal pay, and with complaints received because of threats or intimidation

subsequent to having filed a complaint of discrimination (section 59 of the Canadian Human Rights Act). They contain statements from individuals and groups, correspondence with and reports about complainants, respondents, and witnesses dealing with a complaint and other facts relevant to its investigation or conciliation. ***Class of Individuals:*** General public; complainants, respondents, witnesses. ***Purpose:*** The purpose of this bank is to record, enquire into and resolve complaints of discrimination in connection with the application of Part III of the Canadian Human Rights Act, and where necessary to provide evidence for the hearing of a complaint by a Human Rights Tribunal, the Federal Court of Canada and/or the Supreme Court of Canada. ***Retention and Disposal Standards:*** The information in this bank has a ten (10) year retention period and may then be transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 90-006 ***Related to PR#:*** HRC CCB 015 and HRC PPU 010 ***TBS Registration:*** 001504 ***Bank Number:*** HRC PPU 005

Litigation Files
Description: Information on legal proceedings of specific complaints of discrimination before a Human Rights Tribunal or a court of law, and legal opinions regarding specific complaints. ***Class of Individuals:*** General public; complainants, respondents, witnesses. ***Purpose:*** The information in this bank enables the Branch to carry out its mandate as legal advisor to the Commission and in proceedings before Tribunals and the courts. ***Retention and Disposal Standards:*** Information in this bank is retained for 10 years and is then eligible for destruction or transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 90-006 ***Related to PR#:*** HRC LEG 005 ***TBS Registration:*** 001505 ***Bank Number:*** HRC PPU 010

Professional and Personal Service Contracts
Description: This bank contains basic data such as educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. ***Class of Individuals:*** General public; contractees. ***Purpose:*** The purpose of this bank is to maintain a record concerning professional and personal service contracts by individuals who contract with the Commission. The information is used in selecting qualified individuals to provide contractual services. ***Retention and Disposal Standards:*** The information in this bank is retained for six years and then destroyed or transferred to the National Archives of Canada for archival purposes. ***PAC Number:*** 86-001 ***Related to PR#:*** HRC AFP 055 and HRC AFP 045 ***TBS Registration:*** 001507 ***Bank Number:*** HRC PPU 025

Classes of Personal Information

Anti-Discrimination Programs Branch Files
In the course of conducting the programs and activities of the Anti-Discrimination Programs Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning personnel/employment policies and practices or special programs, plans or arrangements undertaken by federally regulated employers or service providers, or concerning Commission policies relating to the application of the Canadian Human Rights Act to employment policies, practices and special programs/arrangements. The retention of this personal information class is governed by a records schedule negotiated with the National Archives of Canada.

Enquiries Received Under the Canadian Human Rights Act, Part III
In the course of conducting the programs and activities of the Complaints Procedures Branch, categories of personal information may be accumulated and stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information is accumulated in the course of responding to complaints of discriminatory practices and policies on various grounds which may or may not be prohibited by the Act. This form of personal information is retrievable only if specifics are provided concerning the nature of the complaint, the date, and the office to which it was addressed. The files are retained for two years from last administrative action, in accordance with the Privacy Act and then destroyed.

Human Rights Promotion Branch
In the course of conducting the programs and activities of the Human Rights Promotion Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifiers.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the communication duties and responsibilities of the Commission.

The retention of this personal information class is governed by a records schedule negotiated with the National Archives of Canada.

Policy and Liaison Branch
In the course of conducting the programs and activities of the Policy and Liaison Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age, sexual orientation or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifiers.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the duties and responsibilities of the Commission, including policy analysis and development, surveys to monitor current public opinion, socio-economic studies of human rights problems, preparation and analysis of statistics, bibliographies, and other data.

The retention of this personal information class is governed by a records schedule negotiated with the National Archives of Canada.

Manuals

- Administrative Manual
- CHRC Compliance Manual
- CHRC Interpretation Manual
- The Commission and Legislative Authority Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Human Rights Commission and its different publications may be obtained by contacting:

Human Rights Promotion Branch
Canadian Human Rights Commission
Canada Building
344 Slater Street
Ottawa, Ontario
K1A 1E1

(613) 995-9107

Reading Room

In accordance with the Access to Information Act, an area on the premises of the institution and in each of its regional offices has been designated as a public reading room. The addresses are as follows:

Alberta and Northwest Territories Region

Highfield Place
10010-106 Street
Edmonton, Alberta
T5J 3L2

(403) 495-4040
Fax: (403) 495-4044
TTY: (403) 495-4108

Atlantic Region

5475 Spring Garden Road
2nd Floor, Cornwallis House
Halifax, Nova Scotia
B3J 3T2

(902) 426-8380
1(800) 565-1752
Fax: (902) 426-2685
TTY: (902) 426-9345

Canadian Human Rights Commission

Canada Building
344 Slater Street
Ottawa, Ontario
K1A 1E1

(613) 995-1151
Fax: (613) 996-9661
TTY: (613) 996-5211

Ontario Region

175 Bloor Street East
10th Floor
Toronto, Ontario
M4W 3R8

(416) 973-5527
Fax: (416) 973-6184
TTY : (416) 973-8912

Prairie Region

242 - 240 Graham Avenue
Winnipeg, Manitoba
R3C 0J7

(204) 983-2189
Fax: (204) 983-6132
TTY: (204) 983-2882

Quebec Region

470- 1253 McGill College Avenue
Montreal, Quebec
H3B 2Y5

(514) 283-5218
Fax: (514) 283-5084
TTY : (514) 283-1869

Western Region

Sinclair Centre
420 - 757 West Hastings Street
Vancouver, British Columbia
V6C 1A1

(604) 666-2251
Fax: (604) 666-2386
TTY: (604) 666-3071

Canadian International Development Agency
Chapter 30

General Information

Background
The Canadian International Development Agency (CIDA) supports the sustainable development in developing countries in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.

Responsibilities
CIDA is the federal agency responsible for implementing Canada's Official Development Assistance (ODA) program and for administering most of the ODA budget. CIDA's aid program is administered through a number of aid delivery channels: bilateral (government-to-government) assistance, multilateral development institutions, and supports the development activities of non-governmental organizations (NGOs) and the private sector.

Legislation
- Department of Foreign Affairs and International Trade
- Financial Administration Act
- International Development (Financial Institutions) Continuing Assistance Act

Organization
The Agency is headed by the President who reports directly to the Minister of International Cooperation. The President is assisted by the Secretary General, eight vice-presidents and two director s general. These branches are: Africa and Middle East, Americas, Asia, Canadian Partnership, Central and Eastern Europe, Communications, Human Resources and Corporate Services Branch, Multilateral Programs, Performance Review Branch and Policy.

The Corporate Secretariat is responsible for the coordination of four executive committees and forums, the executive correspondence and requests received under the Access to Information and Privacy Acts. It is also responsible for the activities related to Parliamentary Relations and Cabinet Liaison.

Africa and Middle East Branch
CIDA's Africa and Middle East Branch is headed by a Vice-president and is subdivided into ten divisions: Policy, Strategic Planning and Management; Management Services and Employee Development; North Africa and Middle East; Sahel and Ivory Coast; Atlantic West Africa; Gulf of Guinea Region; Southern Africa; Eastern Africa and the Horn of Africa; Central Africa and Great Lakes; and Panafrican Program and Francophonie.

The policies and strategies developed for co-operation with Africa and the Middle East complement the foreign policy objectives and the specific mandate of CIDA, in particular poverty reduction and the promotion of peace and security.

Policy, Strategic Planning and Management
The Policy, Strategic Planning and Management Division provides advice and managerial support to the Branch in the identification, planning and implementation of programs and projects; and co-ordinates corporate studies and exercises on behalf of the Branch. The Division also provides technical expertise in certain sectors.

The Strategic Planning Unit elaborates and evaluates the policies, programs and systems which allow the branch to fulfil its mandate and provides advice and support to the Branch in regard to the Agency's development priorities. The unit is responsible for performance review and result-based management and undertakes strategic planning functions for some technical sectors.

Strategic management responsibilities and services include: support for programming through the development of current program and project delivery processes, procedures and tools; advice on program delivery issues; information management within the Branch, including influencing corporate systems, development and their implementation to ensure that they meet Board requirements.

Management Services and Employee Development Division
The Management Services and Employee Development Division is responsible for developing systems and procedures to promote effective and economical branch management. It plans and directs financial administration, contracting, administration and human resources development services to manage resources wisely and to promote the effectiveness of the Branch's activities and the quality of its outputs.

In this context, the Management Services and Employee Development Division is responsible for a team of specialists in administrative, financial and contracting services who contribute a wide-ranging background of knowledge and experience. The Division employees support program managers and project officers in their respective fields. They give professional and impartial financial management advice to ensure the proper management, accounting and explanation of the aid

budget. They manage the administration and salary budget for the Africa and Middle East Branch as a whole. They staff all vacancies and plan training programs tailored to the needs of the Branch's employees.

North Africa and Middle East Region

CIDA's program in this region supports three themes: economic reform, environmental sustainability, and capacity building.

Sustainable development is an engine for building social stability and political harmony, contributing directly to the efforts made to reach a lasting peace in the region. To promote sustainable development in the region, the Canadian aid program aims to support the transition to an economy based on market forces as well as an equitable distribution of wealth; to strengthen the capacity of key public institutions; to promote the sustainable management of natural resources, especially water; to help support newly empowered segments of civil society meet new social, political and economic challenges; and to favour the emergence and consolidation of mutually beneficial partnerships between Canada and the region.

Sahel and Ivory Coast Division

The Sahel and Ivory Coast program comprises the bilateral cooperation activities that CIDA conducts in Mali, Burkina Faso, Niger and Ivory Coast, and with the Club du Sahel, the Permanent Inter-State Commission on Drought Control in the Sahel (CILSS), the Senegal River Development Organization (OMVS), as well as a number of regional activities in the Sahel.

Canadian cooperation strategies in these countries focus on poverty reduction and specifically basic human needs, the environment and good governance. Programs in the countries concerned are tailored to reflect the degree to which they assume responsibility for their development, the history of our cooperation, their political ties with Canada and, above all, particularly urgent needs relating to poverty reduction.

There are significant risks that the situation might get out of control throughout the region, considering the major impact of poverty, the fragility of political regimes newly committed to democratization, and the dependence of indebted economies supported by an inadequate resource controlled but remain constant.

Atlantic West Africa

The region is composed of 7 countries: Senegal, Guinea, Mauritania, Gambia, Cape Verde, Guinea-Bissau and Sierra Leone. There are major bilateral programs in Senegal and Guinea, a small bilateral program in Mauritania, and various smaller responsive programs in the other countries (including a Canada Fund for Local Initiatives in each country). The major programming themes in the region are (1) basic human needs, and (2) accelerated and equitable economic development. Under the first theme, the main project activities are in basic education and health. Under the second theme, the main projects are focussing on micro-finance, support for small/medium enterprises, basic infrastructures, sustainable management of natural resources and capacity-building to raise the productivity of the informal sector, with particular attention on women as a target group.

Gulf of Guinea Region

The Gulf of Guinea is responsible for managing CIDA's core bilateral development assistance programs in Ghana and Benin, along with the more modest development activities in Nigeria and Togo.

The Ghana program is one of CIDA's largest assistance programs, in which CIDA is continuing over 40 years of support to the country's development of basic human needs, establishment of sustainable potable water systems, and strengthening of central and local governments. The more modest Benin Program is aimed at supporting capacity in governance, management of the environment, and emergence of the private sector. While CIDA does not have a development assistance program for Nigeria, we finance several Canadian NGO-managed projects designed to support local initiatives that reinforce the emergence of democracy and respect for human rights. Togo is the beneficiary of a small embassy-managed Canada Fund which finances non-government activities aimed at reducing poverty and encouraging democracy.

Southern Africa Region

Southern Africa is composed of 11 countries, of which Malawi, Mozambique, South Africa, Zambia and Zimbabwe constitute the main countries of concentration for CIDA's Southern Africa Program. Some of the region's major development challenges include: the environment, poverty, education, health (especially HIV/AIDS), the status of women, population migration, good governance, democratic development, human rights, regional cooperation and economic reform.

CIDA's priorities for the region are to allocate 35% of its budget to basic human needs, particularly targeting women and children; to encourage economic reform and employment creation by supporting the region's private sector; to protect the environment and promote sound management of the natural resource base; to provide direct support for democratic development, good governance and human rights; to support regional cooperation and security through regional programming; to place special emphasis on HIV/AIDS with particular emphasis on its impact on women; and responding to humanitarian needs, including food shortages caused by drought.

Eastern Africa and the Horn of Africa

The general objectives of CIDA's programs in the Eastern Africa and Horn of Africa region are to: 1) promote regional peace and security; 2) promote economic development; 3) protect the environment; 4) support basic

human needs including the promotion of democratic development, human rights and the needs of women.

A Canada Fund for Local Initiatives is active in each country to help support the realization of small-scale projects.

Central Africa and the Great Lakes Region

The region is composed of two core programming countries, Cameroon and Rwanda, two countries whose programs are in transition, Gabon (phasing out) and Democratic Republic of Congo (phasing back in), and six countries where Canadian bilateral support is limited to the Canada Fund and a small portion of regional or Panafrican projects, Burundi, Chad, Central African Republic, Republic of Congo, Sao Tome and Principe, and Equatorial Guinea. In terms of CIDA's six priorities, Cameroun and Rwanda share a programming focus on basic human needs, and good governance (especially Justice in Rwanda). In addition, the Rwanda program has an emphasis on promoting gender equality, while the Cameroun program supports women's access to credit and the environment. International Humanitarian Assistance, provided by CIDA's Multilateral Branch, provides substantial additional resources to Rwanda, Burundi and the Democratic Republic of Congo.

Pan Africa and Francophonie Program

The main objectives of the Pan-African Program are (i) to support efforts by Pan-African institutions, which give priority to addressing continental issues, such as endemic diseases, conflict prevention and good governance, and (ii) to help build interregional cooperation in seeking innovative solutions to continental and/or interregional problems, especially in the areas of health, human rights and good governance. The Pan-African Program also supports specific initiatives focusing on regional integration, especially in West Africa and private sector development.

The Francophonie Program basically aims to support the Government of Canada's goals to strengthen solidarity and cooperation among the countries of La Francophonie through its multilateral institutions

Americas Branch

The Americas Region consists of 35 developing countries. organized by the Branch, for program delivery and administrative purposes, into the following four geographic Divisions: the Caribbean (including Haiti and Cuba), Central America, Andean countries and the Southern Cone, Brazil and Colombia. In addition, for program management and policy co-ordination purposes, the Branch has a Policy, Planning and Management Division. The Americas Region is highly diverse geographically, developmentally, and with respect to resource distribution. ODA supports development activities that promote political, economic, social and environmental sustainability with a strategy of pursuing equitable development for increased economic growth and poverty reduction.

Sectors of involvement include: agriculture, economic development, environment, forestry, fisheries, transport, energy, health, education, telecommunications, mining, water and sanitation. Activities in the area of social development, institutional support, and industrial co-operation can be funded through Bilateral, Multilateral, and Partnership channels and implemented by Non-Governmental Organizations (NGOs), Non-Governmental Institutions (NGIs), and private enterprise. CIDA also supports small development projects in almost all countries through the Canada Fund for Local Initiatives (CFLIs).

Caribbean Program

The Commonwealth Caribbean program assists Caribbean countries to remain competitive in an increasingly liberalized global economy, and to strengthen their environmental management capabilities. The program also emphasizes support to projects which promote regional co-operation and integration to increase self-reliance, and which facilitate access to other regional markets. The Program focuses primarily on the countries of Jamaica, Guyana and the Eastern Caribbean islands of Grenada, St. Vincent and the Grenadines, Dominica, St. Lucia, Antigua/Barbuda, St. Kitts/Nevis, and Monserrat. There are also small bilateral programs in Trinidad and Tobago, Barbados and Belize, with the CFLI in the British Virgin Islands, Anguilla, and the Dominican Republic.

In addition to food aid, the Haiti program aims to address basic human needs, support economic growth (eg. by improving electricity availability) as well as to consolidate democracy and strengthen civil society.

The Cuba program aims to provide assistance to the ongoing economic reform process; respond to social sector needs; and encourage dialogue on human rights, democratic development and good governance.

Central America Program:

CIDA's current bilateral program covers Honduras, Nicaragua, Costa Rica, Guatemala and El Salvador and over the next four years will be focused on Post-Mitch rehabilitation and reconstruction. Panama and Mexico also receive assistance through the Canada Fund for Local Initiatives. The program is targeted toward the poorest countries and also supports the establishment of a lasting peace in countries emerging from prolonged civil conflicts. Ongoing programming themes are in the areas of environment, human rights, democratic development and economic modernization.

South America Program

The main objectives are: to assist in the reduction of poverty, to support reform processes, to help strengthen the capacities of key institutions, and to support partnerships between Canadian and South American institutions. The program concentrates its bilateral

activities in the poorest countries of Bolivia, Ecuador, and Peru. Bilateral activities are also underway in Colombia and Brazil. In Argentina, Chile, Uruguay, and Paraguay, development assistance is only available through the regional program and CFLIs.

Policy, Strategic Planning and Management

The Policy, Strategic Planning and Management Division provides advice and managerial support to the Branch in the identification, planning and implementation of programs and projects; and co-ordinates corporate studies and exercises on behalf of the Branch. The Division also provides technical expertise in certain sectors.

The Strategic Planning Unit elaborates and evaluates the policies, programmes and systems which allow the branch to fulfil its mandate and provides advice and support to the Branch in regard to the Agency's development priorities. The unit is responsible for performance review and result-based management and undertakes strategic planning functions for some technical sectors.

Strategic management responsibilities and services include: support for programming through the development of current programme and project delivery processes, procedures and tools; advice on programme delivery issues; information management within the Branch, including influencing corporate systems, development and their implementation to ensure that they meet Board requirements.

Asia Branch

The principal role of Asia Branch is to plan, develop and implement Canada's development co-operation program in Asia by matching Canadian capabilities and resources with the needs of recipient countries.

Under the direction of a Vice-president, Asia Branch comprises seven geographic programs as well as strategic policy planning and strategic management divisions. Each geographic program is responsible for the identification, development and management of development co-operation activities with one or several recipient countries.

The goal of Asia Branch is to promote growth with equity in Asia. To achieve this goal, the Branch pursues three objectives: i) poverty reduction ii) strengthening the basis for prosperity and iii) promoting security. It has adapted its programs and projects to meet the changing realities of the increasingly diverse economies of the region and therefore undertakes a wide range of specific development initiatives, from direct grassroots poverty reduction to helping governments improve economic and social policy frameworks, as well as helping Asian private sectors access expertise and technology from the Canadian private sector. In specific countries where economic growth is strong, Asia Branch is gradually reorienting its programs away from a traditional focus on direct poverty reduction to one that sets the stage for mutually beneficial economic co-operation. In doing so, special attention is given to promoting sustained growth with equity, and to reinforcing national and regional security through support to better governance, democratic development and human rights activities.

The Branch implements projects across Asia by contractors, consultants, non-governmental organizations (NGOs) and individual cooperants. Some projects, such as Canada Funds, are managed in Asia by High Commission or Embassy staff. There are approximately 470 ongoing projects, including 17 Canada Funds, across the range of CIDA's six priorities. Programming in the areas of basic human needs and infrastructure services account for more than 50% of the Branch's operational budget of $231 million in 1999 / 2000. Other development priorities receiving strong support are governance, gender equity, environment and private sector development.

Geographic Program Divisions

Program Divisions are responsible for the management of development co-operation activities with one or more recipient countries. The Program Divisions are: Indochina (including Vietnam, Laos and Cambodia), Thailand, Malaysia Division, Indonesia, Philippines and the South Pacific Division, ASEAN and Regional Program Division, India, Sri Lanka and Nepal Division, Bangladesh Division, Pakistan and Afghanistan Division, and China Division.

Strategic Policy and Planning Division

The two main areas of activity of the Policy and Planning Division are policy development and performance review and reporting. Policy research, leading to the identification of issues and development of policy, is the basis for the formulation of coherent branch strategic plans and divisional programming initiatives and is linked to the corporate planning system through the Agency's Policy Branch. The Division acts in concert with Agency corporate functions to maintain broad coherence between Branch and Agency priorities and direction.

Technical and Strategic Management Division

The division provides training, technical expertise and managerial support to the branch in the identification, planning and implementation of programs and projects. Technical expertise is provided in the areas of financial management, contracting and contracting management, management systems and practises, information technology and management and in a range of scientific and technical disciplines required to support project activities undertaken by the program divisions.

Canadian Partnership Branch

The Canadian Partnership Branch (CPB) manages CIDA's relationships with a broad diversity of Canadian and international organizations involved in development activities worldwide. Its mandate is to promote mutually

beneficial partnerships between Canadian and developing country organizations to support sustainable development and reduce poverty in the developing world.

The programs of the Canadian Partnership Branch respond to initiatives of Canadian civil society organizations, in accordance with Canada's foreign policy priorities. A principal distinguishing feature of CPB programming is its responsiveness. CPB's Canadian partners are responsible for the planning and implementation of their own policies, programs and projects in collaboration with their developing country partners. Another distinguishing feature of CPB's programming is cost sharing. All Canadian and developing country partner organizations are required to contribute resources to their development initiatives. The funds available to CPB represent approximately 16 percent of CIDA's resource envelope.

A final feature is the sheer magnitude of Canadian participation in terms of the number of activities, the diversity of programs and projects funded, and the involvement of Canadians from all walks of life. At any given time, CPB maintains relationships with more than 1,000 Canadian partner organizations and private sector firms, conducting over 3,000 projects in virtually every sector in over 100 developing countries. Canadian partners include private firms, business associations, non-governmental development organizations, universities and colleges, volunteer sending agencies, municipalities, professional associations, cooperatives, unions, and environmental groups.

The Canadian Partnership Branch is divided into five specialized divisions to deal with its diverses partners: the Industrial Cooperation Program Division for the business community; the Institutional Co-operation Division for educational institutions, professional associations, cooperatives and unions; the Non-Governmental Organizations (NGO) Division for non-profit organizations whose main focus is international development; the Policy, Strategic Planning and Operations Division; and the Youth Action Division.

Industrial Cooperation Division

This division provides financial support for the creation of long term partnerships between Canadian firms and their partners and customers in developing countries. In this way, the business communities of developing countries gain access to the technologies, capital and skills that are urgently needed to strengthen their economic and industrial growth.

The projects are carried out in a context of sustainable development and are mutually beneficial. Depending on the scope of the activities or the geographic preference of a business, the proposals are handled by the Division's Africa, Americas or Asia Bureaus, which operate within the same criteria.

Institutional Cooperation Division

The objective of this division is to support initiatives of Canadian institutions in partnership with developing countries to strengthen their capacity to achieve sustainable development. Programs emphazise human resource development and the potential of women, men and youth to contribute to the socio-economic development of their communities. Canadian institutions supported by the program are national, regional and local not-for-profit organizations, universities, colleges, unions, cooperatives or professional associations as well as environmental organizations. The division is also responsible for technical cooperation, notably scholarship programs. Scholarships are offered to individuals in developing countries that are members of La Francophonie and students in developing countries in the field of marine resources. Awards are also granted to Canadians wishing to pursue a career in international development.

The program also supports the Election Assistance Program which focuses on the improvement of the electoral process in developing countries.

Non-Governmental Organizations Division

CIDA especially encourages the implementation of projects and programs whose objective is community development, by establishing partnerships between Canadian NGOs and NGOs in developing countries. In this perspective, the Non-Governmental Organizations Division provides a portion of the funding needed to carry out the NGOs' programs and projects. Various mechanisms are in place for funding activities abroad, including programs, projects, programs for sending volunteers, and International NGOs (INGOs).

Support is also provided to global networks of national and local NGOs interested in development issues that are important to Canada, notably human rights, democracy, the environment, and population. The International NGO program has a strong policy and operational focus on civil society and governance and is a major "knowledge" contributor to CIDA in these areas. Canadian organizations that are members of INGO networks benefit through information exchanges.

Policy, Strategic Planning and Operations Division

This Division performs various functions essential to support the management and operation of the Canadian Partnership Branch and the delivery of its program.

The Policy section assesses and evaluates the policies, programs and systems that allow the Canadian Partnership Branch to fullfill its mandate. It also provides social issues/thematic guidance in areas such as human resources development, women in development and the environment. The Strategic Planning section is responsible for information management, results-based management and performance review for the Branch.

The management operational functions of the branch comprise technical services, financial management, information management, human resource development, and administration.

The External Relations and Consultations unit plans, co-ordinates and organizes CIDA's consultations with its Canadian partners and is one of the Agency's chief intermediaries with stakeholders. This unit is responsible for scheduling, coordinating and organising stakeholder consultations on behalf of all operational CIDA branches.

The International Conference Secretariat provides funding to organisations that host international conferences. CIDA funds are used to pay for the travel costs (as defined by the Treasury Board) of participants from developing countries and countries in transition. To be eligible, conferences must have a genuine developmental impact that falls within at least one of CIDA's priorities. Conferences that are limited to participants from a single continent are not eligible. Funding is restricted to up to 20% of the total conference cost, with a maximum of $250,000. Guidelines are available upon request at (819) 953-3932 or at 1-800-230-6349.

The Centre for Intercultural Learning (CIL) assists professionals from private industry, government, non-governmental organizations, and universities to develop the intercultural competences essential for their success. CIDA's partners have access to the training sessions and knowledge of CIL.

Youth Action Division

CIDA's International Youth Internship Program is a two year (1997-1999) employment program for Canadian men and women between the ages of 19 and 30. It offers young people the opportunity to gain work experience in their field of education in an international setting for up to twelve months.

The program is part of the Canadian Government's Youth Employment Strategy, funded through HRDC, to help young people develop the experience they need to move successfully from education to work.

Central and Eastern Europe Branch

The Branch is composed of four Divisions:

- Russia, Ukraine, and Nuclear Programs: This Division administers Canada's technical cooperation programme with Russia and Ukraine, and the nuclear safety program.

- Central and Northern Europe, Regional, Multilateral, and "Renaissance": This Division covers the programming in the Czech Republic, Slovakia, Hungary, Poland, Latvia, Lithuania, and Estonia. It also administers a regional programme for these countries, plus multilateral projects with organizations such as the World Bank and the European Bank for Reconstruction and Development. The Division also is responsible for the Renaissance Eastern Europe, which assists Canadian firms interested in establishing long-term business relationships in Central and Eastern Europe.

- Southern Europe, Central Asia, and Humanitarian Programs: This Division is responsible for programming in Romania, Bosnia, Croatia, and the Federal Republic of Yugoslavia, as well as the Balkans and the Central Asian Republics. It also administers the Branch's humanitarian program.

- Policy, Planning, and Financial Services: This Division is responsible for Branch policy, for liaison with other CIDA Branches, for financial and administrative services, for personnel management and staffing, for training, and for program and project performance assessment.

Former Soviet Union Division

The branch 's program builds on Canadian expertise and common experiences in response to the priorities in the recipient country. In private sector development, the program focuses on linking the economies of the region with the global economy, creating an enabling environment for the region. Democratic development initiatives include strengthening of democratic institutions, development of professional public service, and supporting good governance. The program is also involved in the revitalization of key sectors of the economy, such as energy and agriculture, through privatization and restructuring, and legal and regulatory reform. Drawing on Canada's common experiences, the Russia division is also contributing to projects which assist in aboriginal and economic development in the north, and the environment. Countries in the former Soviet Union are also eligible for assistance through the Canadian Nuclear Safety Initiative, which seeks to enhance nuclear safety through improved operation of nuclear plants, regulatory assistance and utility management.

Communications Branch

As the Agency's responsibility centre for Communications, the Branch supports CIDA in achieving its communications objectives, as set out in the annual CIDA Communications strategy, in addition to assessing major issues and determining CIDA's response.

The Branch comprises two programs:

Corporate, which informs Canadians about CIDA's programs and activities, and provides communications support to the Minister, Secretaries of State and the President. It develops and implements communications strategies, monitors and assesses public opinion through media analysis and public opinion polling, and produces and delivers information products and services.

The Communications Branch's Development Information Program (DIP) works in partnership with non-governmental and private sector organizations to provide Canadians with information on development issues with a

special emphasis on the important role and unique contribution Canadians make in developing countries. The Program is built on establishing sustainable partnerships with organisations and firms that specialize in public awareness and have access to communications vehicles across television, radio, print and new media.

Human Resources and Corporate Services Branch

As an Agency partner, the Human Resources and Corporate Services Branch develops, implements and monitors corporate service tools, mechanisms and support services for optimal management of CIDA's resources. The Branch provides strategies, advice, programs and policies in the areas of human resources, administration and security, finance, contracts and procurement, information management and technology, and offers legal services. The Branch plays a leadership role in developing and facilitating Agency adoption of best practices in these areas.

Administrative and Security Services Division

This Division provides the Agency with full service in these two areas. It specifically involves telecommunications, office and work place organization, storage, maintenance and repair of physical property, audio visual services, procurement, room reservation system, graphics and desktop publishing services, production of administrative notices and bulletins, mail services, and general security. The Division also provides internal management services, such as information management and informatics.

Human Resources Division

Staff Relations and Employee Services Unit advises managers and human resource professionals on all issues pertaining to employment terms and conditions, provides information, interpretation, advice and guidance on staff relations in accordance with pertinent regulations and collective agreements, union/management relations, occupational health and safety standards and pay and benefits.

Special Advisory Unit provides advice and services to the Director General in the areas of EX staffing and competitions, change management and special projects to meet corporate needs.

Continuous Learning Section provides services related to the development, delivery, validation and evaluation of in-house and external training activities, programs and tools, including Distance education and Technology based education. The Section also manages the Learning Centre as well as the official and foreign languages training and Education Leave. It is responsible for co-ordinating the Human Resources Strategy, managing the Employee survey and other initiatives that form part of the Renewal plan. It also provides services related to renewal and organization change; individual counselling and learning.

Human Resource Operations Unit provides corporate services to the Agency (such as programs, policies, strategies and systems) in the area of staffing and classification including transactional services to managers. Through a team of individually assigned Branch Human Resource Advisors, provides strategic advice and guidance to Agency managers on all areas of human resource activities and planning.

Human Resource Planning, Programs and Systems Section is responsible for programs intended to mobilize employees, manage employee performance and create a supportive work environment, such as the Employee Performance Feedback program and the development of competency profiles. The Section is also responsible for the development of the employment equity policies, the monitoring, planning and implementation of the employment equity program, the administration of official languages, human resource planning and human resource systems (PMIS).

The Assignments Management Centre is responsible for the annual posting and reintegration/deployment exercises, liaison with field representatives, secondments, spousal employment assistance, internal and external assignments, the post secondary recruitment program and leave and career development programs.

Finance Division

This Division provides financial services to the Agency. It develops, interprets, and maintains Agency financial management practises and systems; provides specialized contract and contribution audit services; operates a financial risk assessment unit. Finance also provides a number of additional services including resource management; corporate planning; financial reporting; budgetary control; financial training; accounting operations; accounts verification services and information support.

Information Management and Technology Division and Phoenix Project Team Division

This Division provides corporate informatics support services associated with information management, information technology and office automation. As with most organizations today, informatics represents a significant strategic investment for CIDA in its internal, domestic and international operations. IMTD is charged with maximizing the benefits of information spending within CIDA and providing high quality services to the program delivery and administrative branches. The Phoenix component of the organization is charged with the replacement of CIDA's current technology platform, software, hardware and applications to address Year 2000 concerns, to update the available technology platform to ensure better functionality within the Agency and with partners world wide and to meet Treasury Board's requirement for an accrual accounting system.

Contracting Management Division

This Division develops, and disseminates appropriate contracting policies, processes, reporting mechanisms and quality assurance systems necessary to demonstrate and ensure the integrity and transparency of CIDA contracting activities. The Division is responsible for making presentations and explaining the contracting process and business opportunities to our Canadian Partners. Contracting Management consists of the following four groups: Contracting Policy, Information Management, External Business Relations and Corporate Contracting Operations.

Legal Services Division

This Division provides a full array of client driven legal services to CIDA. It provides legal advice, drafting services for all legal documents, negotiation support and ensures proper representation and instructions in all litigation matters. It provides proactive services in the area of identifying legal trends, analysing court cases which affect the Agency, presenting seminars and workshops on areas of law to increase the Agency's legal awareness. It participates as part of CIDA's committees, task forces, and ensures timely input to policy decisions. It is headed by a General Counsel who responds to the President directly and reports to the Department of Justice.

Multilateral Programs Branch

CIDA funds for multilateral programs are channelled through United Nations agencies and other international development organizations. In addition, CIDA and the Department of Finance provide funds to international financial institutions (Ifs) such as the Regional Development Banks and the World Bank. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within appropriate policy and operational guidelines, and that they meet Canada's interests and those of the international community as a whole. The Multilateral Branch is composed of five divisions.

Food Aid Centre

The centre is responsible for the CIDA food aid program, programs related to the Consultative group for international Agricultural Research and issues related to nutrition and food security. The centre manages Canada's input to the World Food Program of the United Nations; develops food aid policy; prepares and processes submissions seeking project approval from the food aid budget; co-ordinates the planning of food aid activities in consultation with other operating branches; initiates discussions on and participates in the process of food aid budget reallocations, in consultation with other operating branches during the fiscal year. The centre provides a co-ordinating role within CIDA in policy and program discussions concerning food aid with Treasury Board, the department of Foreign Affairs, Agriculture Canada, Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission and food producers and processors. The centre provides professional services to the Agency in the field of nutrition and co-ordinates the Agency's input to the Committee on Food Security of the Food and Agriculture Organization, and the International Grain Council.

International Financial Institutions Division

The division develops and implements Canada's policies towards the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., callable capital) to facilitate the recycling of private capital resources for development financing, and in so doing significantly multiplies the availability of such financing. The funds are provided to Regional Development Banks. The division participates with other departments in the management of Canadian assistance provided through the Department of Finance to the World Bank Group. It ensures that the international financial institutions are managed in a manner to maintain their credit worthiness in the international capital markets. The division is also responsible for the management of Canadian assistance provided to the Global Environment Facility, the Multilateral Fund for the Implementation of the Montreal Protocol, and the International Fund for Agricultural Development. The division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy. It also manages a portfolio of Trust Funds to support project preparation work and policy analysis by Canadian firms and institutions at the IFIs.

International Humanitarian Assistance Program

The division provides financial support for efforts to alleviate human suffering caused by natural and human-caused disasters abroad. This assistance is normally channelled through international institutions and Canadian and international non-governmental organizations involved in such work. Grants are given in support of the programs of three major institutions: the United Nations High Commissioner for Refugees, the United Nations Relief and Work Agency for Palestinian Refugees, and the International Committee of the Red Cross. Grants are also given in support of special appeals launched by these and other humanitarian institutions, including Canadian NGOs specialising in relief work. To ensure the flexibility needed by an emergency response mechanism, a policy of providing largely untied international human assistance program grants is maintained. The Division also has a unit dealing with a special areas related to humanitarian assistance. The peace building unit manages the Peace building fund which provides grants for rapid peace building support to conflict-affected countries.

United Nations and Commonwealth Programs Division

The Division is responsible for promoting Canadian development policies in, and supporting the efficient and effective operation of multilateral technical cooperation

organizations involved in enhancing the human and institutional capabilities of developing countries. These organizations include UN bodies such as the UN Development Program, UNICEF, the World Health Organization and the UN Fund for Population, plus institutions of the Commonwealth. The Landmines unit coordinates CIDA programming on demining and landmine survivor assistance which is funded from the Canadian Landmines Fund.

Policy, Planning and Management Division

The division is responsible for Branch management processes and issues, work planning, resources and budgetary allocations, computerised systems, information management and administrative services and for coherence and consistency with other branches on these issues. The division also provides policy support to the other divisions in the Branch and offers policy advice to the Vice-President on corporate policy issues.

Performance Review Branch

To help improve CIDA's management performance and development effectiveness, through its internal audit and evaluation activities, Performance Review provides assurance, independent and objective information and advice to management on the continued relevance, success and cost-effectiveness of key CIDA policies, programs and projects, and on the effectiveness of the management systems, processes and practices. It also provides methodological support to branches on performance measurement as well as on the development and implementation of results-based management and performance frameworks.

Policy Branch

Policy Branch formulates and maintains the ODA policy framework in support of the Agency's mandate and program priorities in the context of Canada's broader foreign policy objectives and interests. It monitors issues and trends in development assistance, such as the need to strengthen links between peacebuilding and development, and provides strategic advice and information to the Minister, the Agency and other government departments on a wide range of long- and short-term development policy and strategic issues. The Branch also provides specialized expertise on scientific and technical matters and, in certain cases - e.g. environmental assessment - verifies Agency compliance with legislation.

Policy Branch takes the lead on strategic planning and management of the International Assistance Envelope and allocations on behalf of CIDA. At the international level, the Branch focuses on improving the coordination of Canadian development policies with those of other donor countries - e.g., through the Development Assistance Committee of the OECD. Policy Branch also helps to represent Canada's interests in international fora and verifies that relevant international commitments undertaken by Canada are reflected in the government's international development policies. At the domestic level, the Branch works closely with other departments and agencies on policy research and development, as well as on issue management, to ensure that government policy reflects the full diversity of Canada's relationships with developing countries.

The Branch manages the Agency's Corporate Memory databank and the library, and produces the information required to meet national and international responsibilities for reporting on ODA expenditures.

Chief Economist Office and Economic Development and Poverty Reduction Division:

The Division is responsible for contributing to the Agency's policy base on poverty reduction and economic development issues including ODA program priorities in private sector development and infrastructure services. It provides advice to the Minister, President, senior management and the various branches on poverty reduction and economic development issues and contributes to CIDA's inputs into Canadian positions at various international fora including the World Bank and International Monetary Fund Executive Board Meetings, OECD-DAC, UNCTAD, WTO, and G7/8 meetings. The Division has the corporate policy responsibility of overseeing issues of debt, trade, tied aid, information and communication technologies, urban development. In concert with other divisions and government departments, the Division monitors and advises the Agency on emerging issues in economic development and poverty reduction. The Division houses both economists and specialists in information and communication technologies and urban development.

Environment and Natural Resources Division

The Division functions as an integrated unit promoting and supporting Agency efforts in environment and natural resource management and is responsible for the formulation and implementation of environmental policy and legislation (Canadian Environmental Assessment Act) and sector guidelines in agriculture, forestry, fisheries, water, and energy. The Division provides analysis and advice on environmental sustainability and natural resources issues to CIDA's programs, senior management and the Minister. It also provides support by developing procedures, technical guides, training programs, and other tools to assist CIDA's operational branches to comply with environmental assessment legislation, regulations, standards, policies and international commitments. The Division also monitors and advises the Agency on environmental assessment compliance, through the Environmental Assessment and Compliance Unit (YEA), and on issues involving scientific and technical knowledge and practice. The Division represents the Agency in national and international fora addressing environmental and natural resources sustainability in developing countries and corporate level scientific and technical questions. It houses specialists in

environment, energy, forestry, agriculture, water and sanitation, marine resources and oceans

International Development Information Centre

The Centre is responsible for managing the development information resources of the Agency. These resources include the data used in reporting to Canadians and to international organizations, the Corporate Memory, the Technical Cooperation Data Unit and substantial collections of monographs, CD-ROMs, archival material and Development Bank's documents. In addition to answering thousands of information requests, the Centre's services include loans, inter-library loans, purchases of books and periodicals, reference and external databases services.

Management and Planning Division

Responsible for the development and coordination of all mechanisms and systems for human, financial and information resources management and planning in Policy Branch. Also responsible for delivering internal contract and administration services, and for advising the Vice President and Directors on resources utilization, corporate exercises and on the achievement of branch objectives and results.

Policy Branch

Policy Directorate

The Policy Directorate is responsible for the Strategic Planning and Policy Coordination Divisions and the International Development Information Centre.

Strategic Planning Division:

Strategic Planning is responsible for providing strategic advice and information to the Government, its officials and other federal departments on issues related to development cooperation. The Division has four core functions. 1) Within CIDA, it takes the lead on the management of the International Assistance Envelope and budgetary allocations within the Agency. 2) It oversees the corporate policy planning process and supports the corporate resources planning process. 3) It is responsible for scanning the policy environment and tracking new issues of growing importance in development cooperation. 4) The Division also plays a key role in enhancing the coordination of Canadian development policies with other donor countries, for example through the Development Assistance Committee of the OECD.

Policy Coordination Division

The Policy Coordination Division supports the Agency's executives and the Minister in the coordination of current, critical and horizontal public policy issues. It promotes consistency and coherence in development policy at all levels in CIDA through dialogue and information exchange with CIDA's other branches. It is also responsible for the agency's relations with other donor countries and with Crown Corporations involved in Official Development Assistance (ODA) such as the International Development Research Centre (IDRC), International Centre for Human Rights and Democratic Development (ICHRDD), and International Institute for Sustainable Development (IISD).

Political and Social Policies Division

The Division is responsible for articulating CIDA's policy and good practices on political, social and cultural aspects of development including basic human needs, children's rights, human rights, democratic development, good governance, social dimensions and public sector reform. The division houses specialists in education, health and population/ reproductive health who are responsible for maintaining a policy framework in their areas and for providing corporate information as well as strategic and tactical advice. The Division is also responsible for encouraging more effective development programs through its focus on enhancing the ability of developing countries to identify and address their own problems (the concept of effective programming and capacity development).

Gender Equality Division

The Division is responsible for the development and support of CIDA's Gender Equality Policy. The Division provides analysis and advice on gender equality issues to CIDA's programs, senior management and the Minister. It also provides support by developing procedures, technical guides, training programs, and other tools to assist CIDA's operational branches to comply with policy guidelines, the Federal Plan for Gender Equality and international commitments. It participates in international conferences and meetings related to gender equality issues and mainstreaming such as the OECD Working Party on Gender Equality and Women's Empowerment and the United Nations Commission on the Status of Women. It is also responsible for the management of information gender equality issues, particularly the lessons drawn from policy implementation in developing countries; and contribution to Agency knowledge base on gender equality.

Science and Technologiy/Specialist Resources Division:

The Division is responsible for providing Corporate leadership on Scientific and Technology (S&T) /Specialist issues, to ensure that CIDA has access to the necessary S&T /Specialist sectoral and thematic expertise to support program, project and policy functions throughout the Agency.

Program Records

Africa and Middle East Branch

Algeria

Description: Cooperation between Canada and Algeria focuses on technology transfer and capacity building. It is designed to support the development of Algeria's productive sector and to build training institutions. This is

done through two complementary mechanisms. The Private Sector Development Fund transfers know-how and technology to private enterprise. The Institution Building Program ensures a better fit between training and employment. ***Program Record Number:*** IDA BFM 116

Angola
Description: Canadian assistance to Angola has been limited to food aid, humanitarian assistance, assistance with de-mining and support channelled through the regional program. ***Program Record Number:*** IDA BFO 128

Benin
Description: The central theme of the CIDA program in Benin is support to economic growth mainly through the development of the private sector. The major initiatives in this area are directed at improving the economic and legal environment, the development of a cooperative network, and support to women entrepreneurs. CIDA is also providing assistance for the management reform of the office of the President. Benin is also benefiting from regional projects, such as l'Institut supérieur panafricain d'économie coopérative and the "SIDA" project against AIDS. CIDA also supports the activities of several NGOs in Benin, as well as small projects through the Canada Fund. ***Program Record Number:*** IDA BFW 326

Botswana
Description: Because of Botswana's favourable economic situation, CIDA's bilateral assistance to Botswana is being phased out. Botswana will continue to benefit from CIDA's multi-country (regional) projects and the Canada Fund for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFO 200

Burkina Faso
Description: CIDA intends to focus its bilateral programming on support for the non-mechanized and urban private sector so that they truly contribute to growth, and on empowering groups and individuals to contribute to their own development through basic education (especially for girls), social communication, and administrative decentralization. Regional approaches will be favoured for environmental issues and opening up remote areas (roads and telecommunications). CIDA also supports several NGOs, as well as small projects through the Canada Fund. ***Program Record Number:*** IDA BFN 960

Burundi
Description: The political instability prevailing in Burundi makes the planning of development interventions difficult. The several hundred thousand Rwandan refugees on Burundian soil constitute an urgent problem that must be resolved before development assistance can be resumed. Canadian assistance in the short term will consist of support for the peace process, humanitarian aid and support for local NGOs in human rights and democratic development initiatives. ***Program Record Number:*** IDA BFG 224

Cameroon
Description: The assistance program in Cameroon emphasizes private-sector support to assist the recovery of the Cameroonian economy (Yaounde business creation centre, the promotion of agricultural exports, small business support, job training). It also focuses on forest environment sector support to help the country to conserve and manage its considerable forest resources with a view to sustainable development. Other activities are also being implemented in the areas of energy, basic human needs and democratic development. ***Program Record Number:*** IDA BFG 232

Cape Verde
Description: The CIDA program in Cape Verde supports small projects financed by the Canada Fund, as well as NGO projects. ***Program Record Number:*** IDA BFR 251

Central African Republic
Description: Several small-scale projects are financed by the Canadian Fund for Local Initiatives (CFLI): rural development, health care, and education. The Central African Republic is also eligible for various regional programs or projects, including: (a) the Francophone Africa Technological Institution Building Program (PRIMTAF); (b) the AIDS program; (c) the Institut africain d'informatique (IAI) institutional support project; (d) the integrated management program for foreign executives (PIMCE). ***Program Record Number:*** IDA BFG 266

Chad
Description: This program is basically limited to Canadian Fund for Local Initiatives (CFLI) and to NGO projects. Chad is also eligible for various regional programs or projects, including: (a) the Francophone Africa Technological Institution Building Program (PRIMTAF); (b) the Institut africain d'information (IAI) institutional support project; (c) the Pan-African Co-operative Training Centre (CPFC) support project; (d) the integrated management program for foreign executives (PIMCE). ***Program Record Number:*** IDA BFG 274

Comoros
Description: The program for Comoros includes assistance for scholarships at Canadian colleges and universities through "les bourses de la francophonie" and technological support for educational and training institutions, which is provided through the regional Francophone Africa technological institution building program. Comoros is also eligible for assistance through Canadian NGOs, institutions and private businesses from CIDA's, Partnership Branch. ***Program Record Number:*** IDA BFK 288

Congo
Description: CIDA's program consists of numerous small-scale projects financed through the Canada Fund

for Local Initiatives (CFLI). In addition, two institutional support projects relate to staff training in the public service and in specialized schools. ***Program Record Number:*** IDA BFG 294

Democratic Republic of Congo (DRC)
Description: The situation in the Great Lakes region of Africa is characterized by the emergence of successive violent crises, disregard for human rights, and considerable risk that the situation might get out of control on regional scale. These events prove the urgent need to stabilize the situation in DRC. CIDA developed a policy framework and planned programs for DRC in February 1998, after dialogue with Congolese authorities resumed thanks to the "Friends of Congo". The Canadian approach developed by CIDA proposes a transition program to support the Government's efforts to stabilize the situation and to lay the foundation for a genuine constitutional state. ***Program Record Number:*** IDA BFG 352

Djibouti
Description: Canada contributes to the implementation of small-scale projects through the Canada Fund for Local Initiatives. ***Program Record Number:*** IDA BFK 332

Egypt
Description: CIDA seeks to assist Egypt to promote sustainable development and encourages a mutually beneficial partnership between Canada and Egypt. The two major themes of the program are social and economic reform (transition to a market economy and a participative society), water and the environment (sustainable resource management). Assistance focuses on capacity building, notably through the transfer of Canadian technology. Key projects aim at integrated land and water resource development, the protection and development of the Nile, the establishment of an industrial adjustment service, improved Agency management and training in electrical engineering, the implementation of an environmental information system, and employment creation in the small and medium business sector. ***Program Record Number:*** IDA BFM 344

Equatorial Guinea
Description: This country benefits from the Canadian Fund for Local Initiatives. ***Program Record Number:*** IDA BFG 437

Eritrea
Description: Activities are implemented in support of Basic Human Needs (food security and basic education) and of Governance (census, economic planning). The Canada Fund for Local Initiatives (CFLI) supports the implementation of small scale projects. ***Program Record Number:*** IDA BFK 371

Ethiopia
Description: The program focuses on two main areas: food security and human rights / good governance / democratic development. Projects aim at building the capacity of local institutions in areas such as: disaster mitigation and early warning, justice and parliament. The Canada Fund for Local Initiatives (CFLI) supports the implementation of small scale projects. ***Program Record Number:*** IDA BFK 362

Gabon
Description: The program is being reduced. Technical cooperation consists mainly of a shared-cost technical and scientific training project, which is about to terminate. Economic cooperation, basically consisting of a parallel CIDA/EDC line of credit, is ongoing. A rural electrification project is currently being implemented by means of this line of credit. Gabon also benefits from the Canada Fund for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFG 386

The Gambia
Description: The bilateral activity in The Gambia is to support small projects through the Canada Fund as well as from the Democratic Development Fund (DDF). The DDF is intended to support and encourage democratic activities in Nigeria, Sierra Leone and The Gambia. In addition, CIDA supports NGO activities in the country. ***Program Record Number:*** IDA BFR 390

Ghana
Description: The oldest and largest CIDA program in Africa, initiated in 1958, the primary objective of the CIDA-Ghana program is to assist the Government of Ghana achieve its goal of poverty reduction. Over the past decade, this has largely been through support to structural adjustment and economic reform. Canada has also been involved in initiatives in support of the democratic process, NGO and private sector activities, as well as small projects through the Canada Fund. The program is now in transition, seeking a new balance between macro-economic programming, poverty targeted projects and private sector-trade related programming. A focus on water, governance and food security is planned. ***Program Record Number:*** IDA BFW 400

Guinea
Description: Current programming primarily supports the development of infrastructures, especially in the energy sector, as well as vocational/technical training. Initiatives in support of fisheries management and democratic development are financed by the bilateral program. In addition, CIDA is supporting various projects ranging from a regional health project, assistance to refugees, industrial co-operation, NGO activities and small projects through the Canada Fund for Local Initiatives (CFLI). Finally, new expanded programming has started in basic human needs and micro-finance. ***Program Record Number:*** IDA BFR 436

Guinea-Bissau
Description: The CIDA program in Guinea-Bissau supports small projects financed by the Canada Fund for

Local Initiatives (CFLI), as well as NGO activities. In 1998, CIDA was providing emergency humanitarian assistance in response to the recent civil war. ***Program Record Number:*** IDA BFR 746

Ivory Coast
Description: CIDA's cooperation program with Ivory Coast goes back to 1966. The program's two main focuses are support for the private sector, mainly the development of labour-intensive cooperatives and small business, and support for good governance, mainly strengthening decentralization and civil society. Ivory Coast also benefits from several initiatives funded by the Pan-Africain Program in the same areas, as well as additional areas such as health, training, and women in development. CIDA also funds NGOs active in Ivory Coast and small projects through the Canada Fund. ***Program Record Number:*** IDA BFN 500

Jordan
Description: Key projects executed in Jordan focus on supporting the peace process in the Middle East and addressing basic human needs. Canada is helping Jordan to pursue its reforms in the areas of water and professional and technical training. Environmental protection, income-generating activities for women, and support for grass-roots activities are also key elements of this program. ***Program Record Number:*** IDA BFM 516

Kenya
Description: The main areas of intervention are human resource development, education, agriculture, and rural development. One important new initiative is a project encouraging gender equity. Support is also provided to rural development and community health care programs, as well as well as to an AIDS program. Several local organisations and community groups are supported through the Canada Fund for Local Initiatives. ***Program Record Number:*** IDA BFK 524

Lebanon
Description: The main project supported by CIDA aims to support taxation reform in order for the government to better fulfil its own mandate. The creation of a professional college is under way; support to Geographic Information Systems of the City of Beirut will shortly be completed, as well as support to public service reform. ***Program Record Number:*** IDA BFM 546

Lesotho
Description: Canada no longer has a bilateral program with Lesotho. The Canada Fund for Local Initiatives is administered from Pretoria. ***Program Record Number:*** IDA BFO 554

Liberia
Description: Canada does not have a bilateral program or a Canada Fund with Liberia. Canada has contributed several million dollars in humanitarian and food aid to the region since the beginning of the civil war. It is anticipated that a Canada Fund will be re-established when the civil war ends. ***Program Record Number:*** IDA BFN 558

Madagascar
Description: Assistance for small projects is provided through the Canada Fund for Local Initiatives and number of scholarships for studies at Canadian colleges and universities are provided through "les bourses de la francophonie". Madagascar also receives some assistance through Canadian NGOs, institutions and private businesses from CIDA's Partnership Branch and receives support for educational and training institutions through the regional Francophone Africa technological institution building program. ***Program Record Number:*** IDA BFK 590

Malawi
Description: Malawi is one of the target countries for CIDA in Southern Africa. Programming priorities include at least 80 per cent basic human needs (education and health), complemented by governance initiatives that contribute to an improved investment climate. Emphasis is placed on increasing women's capacities and decision-making roles. ***Program Record Number:*** IDA BFO 594

Mali
Description: The Canadian cooperation program has begun a transition in recent years. We have gradually shifted from structural adjustment programs and protection of the plant cover, to programming based on economic development, social development and good governance. At the same time, we have continued to give priority to women in development as a cross-cutting theme. Mali is also a recipient of several initiatives funded by the regional program. Key initiatives include the OMVS project (hydro-electric development of the Senegal River and commissioning of the electric power plant to be installed at the Manantali dam); the AIDS project; the Strengthening Civil Society in the Sahel project, a regional project to help build the capacities of civil-society organizations dedicated to development and especially combating desertification in three Sahel countries; and finally, the Democracy and the Media project. CIDA also funds many NGOs active in Mali and small projects through the Canada Fund. ***Program Record Number:*** IDA BFN 608

Mauritania
Description: The bilateral program consists of two projects, a line of credit which supports poverty reduction activities through basic human needs projects, as well as new projects in micro-finance. There are also numerous projects financed through the Canada Fund for Local Initiatives (CFLI) in training and natural resources management. ***Program Record Number:*** IDA BFR 636

Mauritius
Description: Assistance to Mauritius is currently being provided through scholarships to Canadian universities administered under the francophone program, and from

regional programming. Small projects are supported through the Canada Fund. ***Program Record Number:*** IDA BFO 640

Middle East Regional
Description: CIDA funds projects supporting the peace process in the Middle East. The Canadian Fund for Dialogue and Development encourages contact and cooperation on key development issues through seminars, conferences and workshops. The Consultant Services Fund supports Canadian involvement in the multilateral negotiations of the peace process. A new project will soon provide core water-management training for the three key parties in the peace process. Finally, McGill University offers a training program in Social Work and Architecture that aims to improve access to low-cost housing for Palestinians and Jordanians. ***Program Record Number:*** IDA BFM 591

Morocco
Description: In accordance with the "Maghreb Today and Tomorrow" policy framework, the cooperation program in Morocco focuses on private-sector development support. It is executed primarily through two complementary mechanisms. The Private Sector Development Fund (PSDF) is designed to meet the know-how and technology needs of economic operators. The Institution Building Program in Morocco (PRICAM) enables training institutions to ensure a better fit between training and employment. ***Program Record Number:*** IDA BFM 660

Mozambique
Description: Programming priorities include basic human needs (including education, water and sanitation) governance, the transport sector, food aid, the environment and support for mine action. Mozambique also receives significant benefits from CIDA's multi-country projects for the region. Mozambique is the co-ordinator of the Southern Africa Development Community's transportation and communications program, and has received considerable assistance in the rehabilitation of its ports and railway lines. It also receives management and training assistance in the transport sector. ***Program Record Number:*** IDA BFO 664

Namibia
Description: Canada no longer has a bilateral program in Namibia. The Canada Fund for Local Initiatives is administered from Pretoria. ***Program Record Number:*** IDA BFO 850

Niger
Description: In recent years, the main objective of the CIDA program has been to support Niger's development efforts in macro-economic balance, human resource development and rural development. CIDA also received substantial support in the development of its democratic process. Over the next few years, CIDA intends to focus its bilateral program on empowering human resources (especially women) and to contribute to their development by supporting education for girls and by strengthening democratic society. Environment and food security issues will be considered by the regional component and the multilateral program, respectively. Niger also benefits from the regional telecommunications project and the AIDS program. CIDA funds NGOs in Niger, as well as many small projects through the Canada Fund. The suspension of the execution of the bilateral program was lifted in August 1997. ***Program Record Number:*** IDA BFN 700

Nigeria
Description: Canada's bilateral aid program with Nigeria was terminated in 1995 in response to continued deterioration of economic and political circumstances. However, Nigeria is a recipient of assistance from a set of Democratic Development Funds (DDF). The DDFs are intended to support and encourage democratic activities. ***Program Record Number:*** IDA BFW 702

Organisation pour la mise en valeur du fleuve Sénégal (OMVS)
Description: OMVS is a regional agency created in 1972 to develop the resources of the Senegal River basin, shared by Mali, Mauritania and Senegal. The program focusses on agriculture, navigation and energy. Canada has supported this program to conduct studies prior to the building of dams; to procure, transport and install water inlet and outlet facilities for the Manantali dam and to implement the training and maintenance program for these facilities; to conduct technical studies on management of the waterway, harbours and ports of call of the Senegal River; and to conduct studies of the power transmission system. In cooperation with other donors, CIDA and the Canadian Industrial Sector are finalising their participation in the installation of power generation equipment and to the planning of transmission lines to Bamako, Dakar and Nouakehott. ***Program Record Number:*** IDA BFN 900

Republic of South Africa (RSA)
Description: Given the rapidly evolving situation in South Africa, an Interim Programming Strategy of bilateral assistance has been developed for project identification activities. The Strategy is centred on four areas: governance, human resource development (HRD), civil society and economic development. Future CIDA support will also concentrate on activities that foster regional co-operation on key development issues in all of the countries of the region, including South Africa. CIDA's current government to government program concentrates on governance, through policy, election support and human rights projects; human resource development, through institutional linkage, educational and training activities, and a student loan fund; and economic development, with assistance to information technology. Canada's assistance to South Africa in 1997-98 was almost $16.5 million, of which over $10.5 million was bilateral assistance; about $3.5 million was through multilateral agencies and $2.5 million was channelled through Canadian NGOs, NGIs and businesses.

Program Record Number: IDA BFO 842

Rwanda
Description: In addition to the provision of humanitarian assistance to prisoners and displaced persons, Canada is now actively supporting the social reconstruction of the country and the reorganization of the judicial system, through various UN organizations and Canadian NGOs and institutions. ***Program Record Number:*** IDA BFG 778

Sao Tomé and Principe
Description: This country benefits from the Canadian Fund for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFG 874

Senegal
Description: The bilateral program is focused on strengthening the productivity and efficiency of the private sector, sustainable management of natural resources, basic education, proactive WIDGE initiatives, micro-finance, decentralization and support for improved governance. Senegal benefits as well from regional projects in health, natural resources management and training. Some small projects are financed through the Canada Fund for Local Initiatives (CFLI). In addition to bilateral assistance, CIDA's program in Senegal supports NGOs, institutions and industrial co-operation. ***Program Record Number:*** IDA BFR 808

Seychelles
Description: Seychelles benefits from scholarships through "les bourses de la Francophonie," support for educational and training institutions through the regional Francophone Africa technological institution building program and some benefits from the regional Ocean Development Program. ***Program Record Number:*** IDA BFK 812

Sierra Leone
Description: This country benefits from the financing of small projects through the Canada Fund as well as from the Democratic Development Funds (DDF). The DDF is intended to support and encourage democratic activities. Canada has also contributed several million dollars to this country in humanitarian food aid since the beginning of the civil war. ***Program Record Number:*** IDA BFR 820

Somalia
Description: CIDA provides emergency assistance to populations affected by conflict, and finances the implementation of small-scale projects through the Canada Fund for local initiatives. ***Program Record Number:*** IDA BFK 838

Southern African Development Community (SADC)
Description: Canada has supported SADC since 1983. Since regional integration and cooperation are goals shared by SADC and CIDA a significant portion of projects in CIDA's Southern Africa Program have been multi-country (regional) projects. However, of the total Southern African Program, less than 20 per cent of program funding consists of direct assistance to SADC. ***Program Record Number:*** IDA BFO 050

Sudan
Description: CIDA provides emergency assistance to populations affected by conflict and finances the implementation of small-scale projects through the Canadian Fund for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFK 876

Swaziland
Description: CIDA's assistance program focuses on human resource development and natural resource management. Two projects currently help strengthen the government's pool of trained personnel in areas related to national development. Swaziland also enjoys significant benefits from CIDA multi-country projects for the region, and from projects supported through the Canada Fund for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFO 888

Tanzania
Description: CIDA's assistance program in Tanzania focuses on basic education, micro-enterprise development, transportation and telecommunications. As a member of SADC, Tanzania is eligible for the Southern Africa regional program for project implementation. Apart from the provision of equipment and materials, projects usually include a significant technical assistance and training component. ***Program Record Number:*** IDA BFK 902

Togo
Description: This country benefits from the financing of small projects through the Canada Fund. ***Program Record Number:*** IDA BFW 918

Tunisia
Description: In accordance with the "Maghreb Today and Tomorrow" policy framework, the cooperation program between Canada and Tunisia increasingly focuses on supporting the development of Tunisia's productive sector and building training institutions, while aiming to help strengthen mutually beneficial partnerships. The program is executed primarily through two mechanisms. The Private Sector Development Fund (PSDF) transfers know-how and technology to private enterprise in Tunisia. The Institution Building Program (PRICAT) enables training institutions to tailor their services more effectively to the needs of the labour market. ***Program Record Number:*** IDA BFM 934

Uganda
Description: The program supports the health care, education and democratic development sectors. In the health sector, funds are provided to implement health care planning and delivery projects, including an AIDS education component and the purchase of

pharmaceuticals. In the education sector, funds are provided to support primary education and democratic development and to strengthen human rights and good governance. Through Canadian NGOs and institutions, Partnership Branch supports a number of small scale rural development projects. Uganda also benefits from the Canada Fund for Local Initiatives (CFLI). ***Program Record Number:*** IDA BFK 942

West Bank and Gaza
Description: The bilateral program focuses on supporting the peace process in the Middle East and addressing basic human needs, especially those of Palestinian refugees. To this end, various projects provide support for community groups and local organizations, shelter for refugees, support for the city of Rafah, technical assistance, support in water planning and management, and support for democratic development. ***Program Record Number:*** IDA BFM 493

Yemen
Description: This country benefits from the Canada Fund which is administered by the Canadian Embassy in Riyadh and is intended to finance small projects providing technical, economic, educational, cultural or social development assistance to the local communities. ***Program Record Number:*** IDA BFM 986

Zambia
Description: Canadian assistance to Zambia focuses on support for environmental and natural resources management and basic human needs initiatives primarily in the areas of education and health. Zambia is also a beneficiary of several regional projects in the energy, transportation, forestry, and water sectors. ***Program Record Number:*** IDA BFO 994

Zimbabwe
Description: CIDA concentrates its interventions in Zimbabwe in the areas of governance and the environment. Several regional projects have a focus in Zimbabwe, encompassing the transportation, energy, forestry, and water sectors as well as HIV/AIDS training and education. ***Program Record Number:*** IDA BFO 766

Americas Branch

Bolivia
Description: Canada's bilateral assistance to Bolivia is the second largest program in South America. The program focuses on poverty reduction through meeting basic human needs in areas such as health, and private sector development at the micro-entrepreneur and small producer level to support the productive capacity of the poor. Governance is also an important focus of the program, which is addressed through support to key policy reforms of the Government of Bolivia, such as popular participation, decentralization, sustainable urban development, and public sector reform (e.g. technical assistance in the hydrocarbon and mining sectors). The main mechanism for addressing poverty and basic social needs is a counterpart fund, whose funds are generated through the sale of Canadian oil and gas and telecommunications equipment. ***Program Record Number:*** IDA BMS 192

Brazil
Description: The goal of CIDA's bilateral program is to promote equity by supporting trends toward public sector reform and broader participation in public decision-making. The program is based on the concept of "transfer of technology", where "technology" refers to Canadian know-how: expertise or experience, policy or regulatory approaches, and institutional, organizational, participatory, or managerial models. The program is predicated on (1) responding to Brazilian developmental needs and priorities, (2) providing access to relevant Canadian know-how, and (3) supporting partnerships between Canadian and Brazilian institutions. ***Program Record Number:*** IDA BMS 204

Caribbean Region
Description: Canada's bilateral assistance to the Caribbean Region involves regional projects such as the Caribbean Regional Oceans and Fisheries Program, the Caribbean Regional Human Resource Development Program for Economic Competitiveness, the Caribbean Gender Equity Fund, the Caribbean HIV/AIDS Project, and the Caribbean Regional Institutional Strengthening Project. ***Program Record Number:*** IDA BMB 017

Colombia
Description: The objectives of CIDA's bilateral program are to promote equity by improving access to justice and respect for human rights; to support good governance through assistance to economic reform and to regulatory reforms in telecommunications, mining and oil and gas; and to contribute to sustainable development, particularly in the area of environmental management. ***Program Record Number:*** IDA BMS 286

Costa Rica
Description: CIDA's objectives are to assist the country in its economic modernization efforts and to support sustainable development of its natural resources. Ongoing projects include conservation and socio-economic development of the Arenal Conservation area, and a program to support the modernization of the country's productive sector. Support is also being provided for local rehabilitation in areas of Costa Rica affected by Hurricane Mitch. Benefits are also received from two regional projects to assist in the implementation of reforms to improve efficiency, private sector participation, and equity in the electrical sector. ***Program Record Number:*** IDA BML 302

Cuba
Description: CIDA has a bilateral program in Cuba to provide assistance to the ongoing economic reform process, provide assistance in Health and Education and

engage in governance and democratic development issues. ***Program Record Number:*** IDA BML 310

Eastern Caribbean (Leeward and Windward Islands)
Description: The following Eastern Caribbean island states or territories comprise this program unit: Anguilla, Antigua/Barbuda, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts/Nevis, St. Lucia and St. Vincent and the Grenadines. CIDA's program focuses on education/human resources development and strengthening economic and environmental management. Major projects now in the implementation stage include the Eastern Caribbean Economic Management Project and the Eastern Caribbean Education Reform Project, and the Small Project Implementation Facility (providing small-scale economic infrastructure and hurricane rehabilitation assistance). In addition, CIDA approved funding for an OECS Environment Capacity Development Project and a Trade Policy Project. ***Program Record Number:*** IDA BMB 253

Ecuador
Description: The bilateral assistance program in Ecuador supports poverty reduction and promotes economic development. In addition to food aid, lines of credit for the sale of Canadian equipment in the oil and gas and telecommunications sectors provide funding for a counterpart fund. The counterpart fund in turn supports income-generating productive activities, sustainable development of natural resources, the strengthening of civil society, and the promotion of marginalized groups such as women, indigenous peoples, and children. In addition, a new health program provides support to Ecuador's Tuberculosis Control Program and enhances the laboratory network, treatment therapy and community participation and awareness. ***Program Record Number:*** IDA BMS 342

El Salvador
Description: The bilateral program in El Salvador support four priorities: promotion of human rights, democratic development and good governance; the development of a strong civil society; the improved productive and earning capacity of the poor; and improved sustainable management of natural resources . These priorities are being achieved through the Social Reconstruction Program (SRP) which funds initiatives that promote democracy, protection of human rights, income generation and poverty reduction. Longer term assistance is also being provided to communities working with the bilateral SRP, for rehabilitation and reconstruction of infrastructure and crop damage sustained by Hurricane Mitch. The Fund for the Environment supports sound management of natural resources, environmental protection and sustainable development. El Salvador also benefits from two regional projects, the Regional Energy Project, which supports existing recipient country reforms to improve efficiency, private sector participation, and equity in the electrical/energy sector, and the Regional Initiatives Project, providing support for regional institutions head quartered in El Salvador (e.g.OIRSA and SICA). ***Program Record Number:*** IDA BML 350

Guatemala
Description: Objectives of ODA in Guatemala are to support poverty reduction, democratic development, human rights and good governance. Post-Hurricane Mitch activities include local emergency and reconstruction initiatives. The bilateral program is focused on poverty reduction in support disadvantaged groups, especially indigenous and women, and democratic development and human rights. Two major projects provide support to communities. The Local Development Project helps strengthen agricultural and forestry co-operatives and producers' associations; provides training and promotes income generating activities among impoverished populations, and supports re-integration of refugee populations and persons displaced by the conflict. A Democratic Development Fund supports dialogue among many elements of civil society, promotes peace, and strengthens human rights through legal support in cases where it is needed. The PREAPAZ, or Socio-economic Reactivation project, supports strengthening of social and economic infrastructure in one of the hardest hit ex-conflict zones. Guatemala also benefits from the Regional Energy Program and the Regional initiatives Project (PAR). ***Program Record Number:*** IDA BML 432

Guyana
Description: CIDA's program focuses on strengthening economic and environmental management and poverty reduction. Major projects now in implementation include the Guyana Economic Management program, the Building Community Capacity Project, Social Infrastructure Project and the Guyana Business Advisory Project. Recently, CIDA approved two new projects that will move into implementation in 1999. They are the Capacity Development in Environmental Management Project and the Guyana Basic Education Teacher Training Project. ***Program Record Number:*** IDA BMB 440

Haiti
Description: The main objective of the bilateral program is to help poverty reduction. However, reforming justice system is also a priority. The current program provides support to basic human needs, which currently focuses on food aid, such as school meal, and gives support to the rehabilitation after hurricane George, basic education and agricultural production. Programming in economic development includes projects in the environment, agricultural and savings and loans cooperatives, as well as support to Haïti Electricity Society. The program also provides supports to good governance, human rights and democratic development, with a particular focus on institution building in the areas of Justice (administrative reform, training), Police (advisory services, training) and public administration reform. ***Program Record Number:*** IDA BMH 444

Honduras

Description: Canada intends to play an active role in post-Mitch reconstruction by doubling its aid flows to Honduras over the next four years. The main objectives of the current program are sustainable management of natural resources, poverty reduction, provision of basic human needs, and assistance to infrastructure services, mainly water and energy. A Mitch Reconstruction Project contributes to the rehabilitation of water and sanitation systems, emphasizes health and hygiene education, brings support to local government structures for prevention and medical treatment, brings financial support to the food distribution process, assists in the rehabilitation of houses, and reactivates agricultural production. A forest project promotes employment generation for local communities and sustainable management of the hardwood forest; an agricultural diversification and rural employment creation in the Guayape Valley; and a water project is directed at increasing the supply of potable water to poor communities. A regional project will assist in the implementation of reforms already under way to lead to improved efficiency, private sector participation, and equity in the electrical sector. ***Program Record Number:*** IDA BML 448

Jamaica

Description: The main objectives of the program are environmental management, economic competitiveness, good governance and the development of civil society. Capacity development projects with the Forestry Department and the National Environmental Agency support environmental management objectives, while a fund for small initiatives supports environmental activities at the community level. In the area of economic competitiveness, a human resource development project will provide short-term work-related training opportunities. Projects in the governance sector support the strengthening of civil society organizations, the local government reform process, conflict management through strengthening legal institutions and community level interventions. ***Program Record Number:*** IDA BMB 504

Nicaragua

Description: Canada intends to play an active role in post-Mitch reconstruction by increasing its aid flows by about 30% over the next four years. The main objectives of the current program are to contribute to poverty reduction, support economic revitalization, and assist in the provision of basic human needs. A Mitch Reconstruction Project has provided funds to be transferred to a local Counterpart Fund for rehabilitation of water and sanitation systems, small health and education infrastructure, and rehabilitation of the agriculture sector affected by the hurricane. A Line of Credit project provides a balance of payments support through the export of Canadian commodities (plastics, paper and fertilizer) to the Nicaraguan private sector, and also provides the financing of socio-economic projects to the poorest through a local counterpart fund. An Agro-Pastoral Sector project strengthens the capacity of private co-operatives serving small and medium-sized producers and to increase post-harvest production. Another project supports the marketing of agricultural products and the production of improved seeds. Projects in potable water supply and sanitation are targeted toward rural communities. A regional project will assist in the implementation of reforms already under way to lead to improved efficiency, private sector participation, and equity in the electrical sector. ***Program Record Number:*** IDA BML 696

Peru

Description: Canada's development assistance program to Peru is the largest in South America and addresses four main themes. The first is poverty reduction and the promotion of equity. This is addressed in part through a counterpart fund, which use funds generated through lines of credit and food aid to support income-generating productive projects. Other initiatives which work to raise family income include support to agricultural cooperatives and cooperative credit, and micro-entreprise training for women. CIDA is also working to improve the human capital of the poor through projects in water and sanitation, and peri-natal health. A second focus of bilateral programming is environmentally sustainable economic growth, which includes activities such as environmental management in mining and natural gas distribution, and lines of credit for mining, oil and gas, and telecommunications equipment. A third area of programming is governance, which includes technical assistance in municipal strengthening, and economic policy research and training. The fourth program area is human rights, which includes dissemination of international humanitarian law, and support to human rights activities, for example through the office of the Human Rights Ombudsman. ***Program Record Number:*** IDA BMS 730

Asia Branch

Southeast Asia Regional Program

Description: The purpose of the Southeast Asia Regional Program is to address the regional dimension of development issues of common concern in Southeast Asia. Projects are designed to complement country-level programs and provide a mechanism for dealing with issues which may be considered sensitive at the national level. Issues such as the promotion of human rights, rule of law and other democracy and governance issues, cooperative security, and trans-boundary issues, including illegal trafficking in women and children, regional migration and regional air and marine pollution are examples of matters often dealt with most effectively at the regional level. As countries struggle with these issues, a regional approach can be helpful in fostering broader perspectives, constructive dialogue and a positive vision for the future. Over the years, the Regional Program has strengthened regional institutions and organizations

through linkages with Canadian counterparts, deepening mutual understanding of priority issues through dialogue and involvement in key networks. In pursuing its development goals, the Regional Program seeks to promote regional cooperation and integration through awareness building, networking, technical assistance and technology transfer. The Regional Program focuses on three priorities: environment, governance/democratic development/human rights, and gender equality, and utilizes multiple channels to deliver programming, including regional institutions, regional organizations and networks, regional fora such as ASEAN and APEC, and trilateral cooperation ***Program Record Number:*** IDA BSD 150

Bangladesh
Description: CIDA's program in Bangladesh is focused strongly on poverty reduction. Priorities are basic human needs and governance with gender as a primary crosscutting theme. Basic human needs programming includes non-formal education, microfinance, skills development for the disadvantaged, a major multi-donor project in maternal health and food aid. Governance efforts are geared to improving systems of economic management and include projects to facilitate investment increase efficiency in infrastructure, water management and agricultural production. Gender programming is designed to mainstream gender issues into government line ministries complemented by targeted programs to address specific issues. ***Program Record Number:*** IDA BSD 170

Burma (Myanmar)
Description: CIDA suspended its regular assistance program in 1988. However, the humanitarian assistance program for refugees along the borders of Thailand, Bangladesh and India has remained active. ***Program Record Number:*** IDA BSD 220

Cambodia
Description: Canadian assistance to Cambodia consists largely of humanitarian and community-based projects aimed at building the capacities of people and institutions. Bilateral activities are funded mainly through the Cambodia-Canada Development Program, a $5.0 million project which contributes to building the capacity of Cambodian organizations and institutions that deliver programs in food security, health and human resource development. In addition, there are small-scale projects of local organizations which get funding from the Canada Fund. There are also several small activities in the areas of respect for human rights, public administration reform and legal/judicial reform. Support is also being provided to address the landmines problem in Cambodia.
Program Record Number: IDA BSD 228

Laos PDR
Description: Canada's objective is to support sustainable development in Lao PDR by addressing basic human needs and supporting community development, by fostering Canadian- Lao business and institutional cooperation, and by encouraging Lao participation in Southeast Asia regional cooperation. Much of Canada's bilateral assistance is provided through the Canada Fund for community projects such as rural water supply, school repairs and health care training.

China
Description: CIDA's development cooperation program with China emphasizes three main themes: (a) developing economic cooperation between China and Canada with special attention to the support of China's ongoing economic reforms in those areas necessary for the development of a socialist-oriented market economy, and the promotion of economic linkages; (b) promoting environmental sustainability with special emphasis on global issues such as global warming, the promotion of economic cooperation in environmental goods and services and the transfer of environmental impact assessment technology; (c) increasing China's capacity to improve governance, respect for human rights and democratic development processes. In addition, the program supports gender equity and poverty reduction in all aspects of its activities. ***Program Record Number:*** IDA BSD 282

India
Description: The bilateral Development Co-operation Program, now nearly fifty years old, forms one of the cornerstones of India-Canada relations. Canada's current development goals in India are to promote sustainable development and to contribute to the transition to a more mature economic and political relationship between India and Canada. CIDA`s program priorities in India are: the support for economic and social reform; the environment; and private sector development. CIDA is assisting India to assess and develop economic and social policies in a variety of ways. For example, IDRC, UNDP and Indian National Council of Applied Economic Research are studying key issues arising from the liberalization program such as the impact of adjustment on the poor. Development International Desjardin is working with Indian NGOs and banking institutions on the "Banking with the Poor Project" to give the rural poor increased access to credit. Support to India's environmental development operates at three levels. At the village level, a treegrowers co-operative federation has reforested thousands of hectares benefiting thousands of marginal farmers. At the industrial level, CIDA is assisting the Confederation of Indian Industry to establish an Environmental Management Division to introduce improved environmental practices. At the institutional/policy level, CIDA is supporting partnership of the TATA Energy Research Institute and the International Institute of Sustainable Development of Winnipeg in the development of a national energy efficiency policy. Support to India's private sector development primarily involves activity in the telecommunications and energy sectors, as well as a project aimed at overcoming the administrative and policy bottlenecks facing private sector development in general.

Indonesia

Description: Canada's development co-operation program with Indonesia promotes sustainable development by (a) facilitating good governance and the broadening of public participation in the country's development, with a special focus on women's participation, (b) supporting the application of sound environmental policies, and (c) strengthening the role of the private sector in Indonesian development. Current major projects include: a large environmental program, co-operation in financial sector reform, institutional linkages between McGill University, Simon Fraser University and Indonesian Universities, a women's support program, water sector institutional development and Canadian-Indonesian NGO linkages. ***Program Record Number:*** IDA BSD 472

Malaysia

Description: Canadian assistance to Malaysia is continuously geared toward a relationship of economic cooperation based on the pursuit of common interests. Canadian aid is aimed at helping Malaysia to manage its developmental sustainability, and to encourage the establishment of long-term relations between Canada and Malaysia as well as Southeast Asia. There are currently bilateral activities addressing the CIDA priorities of human resource development, governance, gender equity and basic human needs. ***Program Record Number:*** IDA BSD 600

Nepal

Description: Informed by Nepal's development needs, CIDA's co-operation program with Nepal primarily focuses on human resource development and the environment. The latter includes regionally appropriate water and energy resource management. The objective is to reinforce key national and local community-based institutions to participate in and improve the delivery of development programs. Current activity includes: The Community Based Economic Development Project (CBED); The Water and Energy Commission Secretariat (WECS) Institutional Development Project (WIDP); and the Community Groundwater Irrigation Project (CGIP). ***Program Record Number:*** IDA BSD 676.

Pakistan

Description: CIDA's assistance program in Pakistan focuses on (a) social sector development through strengthening of civil society, empowerment of women, basic human needs, citizens' rights and responsibilities, health and community development; (b) environment and natural resource management, through support for the implementation of the National Conservation Strategy and measures to integrate environmental issues with economic planning; (c) energy development, through design and articulation of a regulatory framework for the oil and gas sector, the implementation of sustainable energy resource management policies and power generation works. The program promotes linkages between Canadian and Pakistani civil society groups. Special consideration is given to integrating gender issues in all aspects of the program. CIDA is also implementing the communications aspect of Pakistan's Social Action Program, a collaboration between the Government of Pakistan and the major development assistance donors that addresses basic human needs. ***Program Record Number:*** IDA BSD 714

Philippines

Description: The country program has two main thrusts: (a) promoting responsible governance at the national and local levels, including strengthening the capacity of democratic institutions and non-governmental and people's organizations and (b) expanding the Philippines private sector capabilities in the areas of mutual interests between the two countries. Cross-cutting themes such as environment, gender equity, basic needs and infrastructure services are also addressed. In order to maximize the program's impact, some program activities are directed at helping national level institutions while the majority of development projects are targeted to three of the country's poorest regions: Western Visayas, Southern Mindanao, and the Autonomous Region of Muslim Mindanao. ***Program Record Number:*** IDA BSD 734.

South Asia Regional

Description: The objective of CIDA`s South Asia Regional Program is to expand regional cooperation in five priority areas: Poverty Reduction, Environment, Economic Integration, Peace & Stability and Human Development. The focus of the program is to foster sustainable linkages between Canada and South Asia which promote dialogue between partners, support the development of regional networks and contribute to building awareness about regional issues both in Canada and in South Asia. To date, the South Asia Regional Program has supported projects in the area of health, gender equity and regional economic integration. ***Program Record Number:*** IDA BSD 154

South Pacific

Description: Canada's development cooperation programme in the South Pacific is directed towards the strengthening of key regional organizations in the effective management and protection of the region's marine resources. Emphasis is placed on human resource development involving training and technical assistance in the key area of fisheries. CIDA also provides technical support for the institutional strengthening of Pacific NGOs in cooperation with UNDP. In addition, assistance is channelled to small-scale projects through the Canada Fund for Local Initiatives. Support is also given to Canadian non-governmental organizations and institutions as well as the private sector. ***Program Record Number:*** IDA BSD 844

Sri Lanka

Description: The objective of the Sri Lanka program is to address the political, social and economic causes of the current conflict, through: (a) support for key institutions engaged in improving economic reform policies, and promoting human rights and democratic values; (b) strengthening of the community-level institutions promoting economic activity, employment creation and provision of basic social services among those whose unfulfilled aspirations have fuelled the conflict; and (c) as circumstances permit, to assist in reconstruction and rehabilitation. In light of the present conflict, assistance to Sri Lanka is provided through multilateral organizations or channelled via non-governmental organizations. Current projects involve activity in the areas of Good Governance and Institutional Strengthening, Rehabilitation through Training, and enhancement of food security in the conflict area. ***Program Record Number:*** IDA BSD 270.

Thailand

Description: Canadian aid to Thailand has two strategic goals: to strengthen Thailand's capability in managing its development in a sustainable fashion and to reinforce broader Canadian efforts to foster a long-term relationship with Thailand and the region. Programming priorities include: human resources development, governance, environment, private sector development, basic human needs and gender equity. Canada's program of assistance to Thailand continues to develop toward a broader partnership based on the pursuit of mutual interests. As such, CIDA is providing technical assistance for sustainable development in Thailand by increasing Thai access to Canadian expertise, technology, and education and training. ***Program Record Number:*** IDA BSD 906

Vietnam

Description: CIDA continues to develop a long term ODA program with Vietnam focused on promoting sustainable development and on providing the Vietnamese with the means to meet the challenges faced during the transition to a market economy. The program focuses on three main themes - governance, poverty reduction and private sector development. CIDA involvement in Vietnam includes several bilateral projects in the following areas: support for the economic and administrative reform process; policy development; human resources training; transfer of technology and Canadian "know-how" in the priority areas of the environment, transportation, education and information technology; and support for the programs of institutions, organizations and communities that work to reduce poverty in the rural areas. ***Program Record Number:*** IDA BSD 975

Canadian Partnership Branch

Canadian Sector

Description: Information on Canadian private sector organizations, participating in the Industrial Cooperation Program. ***Program Record Number:*** IDA SVP 572

Developing Countries

Description: Information on countries served by the Industrial Co-operation Program. ***Program Record Number:*** IDA SVP 572

Institutional Co-operation

Description: Information on organizations seeking financial support from the Division. ***Topics:*** Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals - organization structure, mandate, financial situation; contacts and correspondence with developing countries; subsidized projects - organization, type of assistance, grant amount. ***Program Record Number:*** IDA SVP 210

International Non-Governmental Organizations (INGOs)

Description: Information and correspondence on INGOs, projects, CIDA grants, and political conditions within developing countries or regions where the projects are located. ***Program Record Number:*** IDA SVP 280

International Organizations

Description: Information on international financing institutions, aid agencies and regional institutions. ***Program Record Number:*** IDA SVP 280

Non-governmental Organizations (NGOs)

Description: Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in developing countries. ***Topics:*** Organizational structure and mandate; financial situations; board members; constituency for each NGO. ***Program Record Number:*** IDA SVP 221

Professional Associations Program

Description: Information on all projects for which a CIDA contribution has been approved. ***Topics:*** Non-governmental organizations, description of project, budget and requested CIDA contribution; organizational files on organizations. ***Program Record Number:*** IDA SVP 160

Student and Trainee Services

Description: Project implementation, standards. ***Topics:*** Scholarships, awards, support services. ***Program Record Number:*** IDA SVP 209

Human Resources and Corporate Services Branch

Contracting Management Division

Description: Files arranged by name of firms/individuals engaged under service contracts; Contract Reporting System (a repository of service contract information); Electronic Contracting Policy Handbook-Policies and procedures relating to procurement of goods; Arrangements and agreements between CIDA and Consulting and Audit Canada; Policy interpretation and

decisions; Files arranged by selection number; Minutes of Contract Management Council meetings; Models from the Contract Preparation System; Standard Terms and Conditions; Open Bidding System; Ad hoc reports on contracting; Files classified by Branch reference subject (file series c1000 to c8500); Files classified by Contracting Management reference subject (file series CC1000 to CC8500). ***Program Record Number:*** IDA GMD 510

Cooperant Services

Description: Administration standards, data bank. ***Topics:*** Co-operant selection and support, roster of experts. ***Program Record Number:*** IDA GMD 813

Multilateral Programs Branch

African Development Bank and Fund

Description: Information on the African Development Bank (AfDB) and its concessional arm, the African Development Fund (AfD), which are the major regional financial aid institutions in Africa. The Bank/Fund Group represents an important source of development finance, especially for the poorest developing member countries, and acts as a unique mechanism for policy dialogue, technical support and institutional development, and has a special capacity for playing an important role in the coordination and coherence of development efforts in the continent. ***Topics:*** Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics. ***Program Record Number:*** IDA MVP 195

Asian Development Bank and Fund

Description: Information on the Asian Development Bank (ASDB), which together with its concessional Asian Development Fund (ASDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. ***Topics:*** Administration; finance; ordinary capital operations; concessional funds operations; technical assistance. ***Program Record Number:*** IDA MVP 210

Canadian and International NGOs and United Nations Institutions Specialized in Humanitarian Assistance

Description: Information on operations and Canada's funding of organizations and institutions responsible for providing assistance to victims of natural and man-made disasters, including refugees. ***Topics:*** United Nations High Commissioner for Refugees; UN Relief and Works Agency for Palestinians in the Near East; Office of the United Nations Disaster Relief Coordinator; International Committee of the Red Cross; League of Red Cross and Red Crescent Societies; NGOs and umbrella organizations. ***Program Record Number:*** IDA MVP 217

Canadian Food Aid Policy and Programs

Description: Information on the policy of CIDA and of other government departments related to Canadian food aid. ***Topics:*** Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; CIDA food aid policy. ***Program Record Number:*** IDA MVP 180

Caribbean Development Bank

Description: Information on the Caribbean Development Bank (CDB), which is a major financial development institution serving the Commonwealth Caribbean. ***Topics:*** Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division. ***Program Record Number:*** IDA MVP 205

Committees

Description: Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. ***Topics:*** Federal interdepartmental committees; federal-provincial committees; international committees; UN committees. ***Program Record Number:*** IDA MVP 140

Commonwealth Countries

Description: Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, the board of representatives of the Commonwealth Fund for Technical Cooperation and the board of directors for the Commonwealth of Learning. ***Topics:*** Commonwealth countries; Commonwealth Secretariat. ***Program Record Number:*** IDA MVP 145

Conferences

Description: Information on annual and special-purpose international meetings in which Canada participated. ***Program Record Number:*** IDA MVP 125

Consultative Group on International Agricultural Research (CGIAR)

Description: Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. ***Topics:*** Annual International Centres Week, technical meetings and reports; economic and social development; farm cropping systems; agricultural research. ***Program Record Number:*** IDA MVP 155

Countries Receiving Food Aid

Description: Information on countries receiving Canadian bilateral food aid. ***Topics:*** Angola; Bangladesh; Ecuador; Egypt; Ethiopia; Ghana; Haiti; India; Mali; Mozambique; Pakistan; Rwanda; Peru; Sudan; Zaire. A complete list is

available on request. ***Program Record Number:*** IDA MVP 165

Disaster Preparedness and Prevention
Description: Information on projects funded by Canada and aimed at providing support to disaster prone countries so as to help them to better prepare for disasters. ***Topics:*** Health Sector preparedness project for Central American and Latin American countries; WHO preparedness project; Federation of the Red Cross Preparedness Projects. ***Program Record Number:*** IDA MVP 219

Disaster Relief
Description: Information on the type of response provided by Canada in cases of natural and human caused disasters. ***Topics:*** Countries affected; population affected; type of disaster; projects funded; costs. ***Program Record Number:*** IDA MVP 218

Food Aid Commodities Basket
Description: Information on food aid commodities supplied by Canada within its Food Aid Program. ***Topics:*** Commodities: fish; skim milk powder; vegetable oil; wheat; wheat flour; beans; peas; lentils; corn. ***Program Record Number:*** IDA MVP 170

Global Environment Facility
Description: Information on the GEF, which is the principal financial mechanism for the Climate Change and Biodiversity Conventions. The GEF finances the incremental costs of activities in the areas of ozone depletion, global warming, biodiversity protection and the pollution of international waters. ***Topics:*** Participants Assembly deliberations, pilot phase evaluation, replenishment, operations. ***Program Record Number:*** IDA MVP 153

Inter-American Development Bank
Description: Information on the Inter-American Development Bank (IDB), and its concessional arm, the Fund for Special Operations (FSO). The IDB is the major regional financial aid institution in Latin America and Caribbean region. The Bank represents an important source of development finance for its member countries, including its poorer members, and acts as a unique mechanism for policy dialogue, technical support and institutional development, and has a special capacity for playing a coordinating role in the overall development effort on the region. ***Topics:*** Administration; finance, operations of seventh General Resource Increase (1990-1993); Fund for Special Operations; regional institutions; other funds. ***Program Record Number:*** IDA MVP 200

International Fund for Agricultural Development (IFAD)
Description: IFAD was established in 1977 to fund programs and projects to increase food production, reduce undernourishment and alleviate rural poverty in developing countries. ***Topics:*** IFAD constitution and organization; analysis of needs of developing countries; operations; finance; geographic and social programs; reporting documentation; annual meeting. ***Program Record Number:*** IDA MVP 216

International Grain Council (IGC)
Description: Information on Canadian participation in IGC. ***Topics:*** Food Aid Convention. ***Program Record Number:*** IDA MVP 190

Multilateral Fund for the Implementation of the Montreal Protocol (MFMP)
Description: Information on the MFMP, which is the financial mechanism for the implementation of the Montreal Protocol on Substances that deplete the Ozone Layer. The MFMP finances specific and identifiable needs of developing countries that comply with the Montreal Protocol. This work has a finite time frame (the year 2010) and an attainable, measurable goal (elimination of the production and consumption of ozone depleting substances (ODS) in developing countries). ***Topics:*** replenishment, negotiations, Conference of the Parties. ***Program Record Number:*** IDA MVP 216

Other International Food and Agricultural Organizations
Description: Information on international organizations with an interest in food aid. ***Topics:*** World Food Program (WFP) Food and Agriculture Organization (FAO); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation and Development (OECD). ***Program Record Number:*** IDA MVP 175

Private Investments and Incentives
Description: Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in developing countries. ***Topics:*** Canadian and international companies and corporations. ***Program Record Number:*** IDA MVP 130

Producer Groups - Food and Commodities
Description: Information on producer groups supplying commodities to Canada's Food Aid Program. ***Topics:*** Canadian Dairy Commission; Canadian National Millers' Association; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers; Canadian Association of Fish Exporters; Ontario Wheat Producers. ***Program Record Number:*** IDA MVP 160

United Nations and International Agencies
Description: Information on Canada's funding and administration of the development programs of the United Nations. ***Program Record Number:*** IDA MVP 120

World Bank Group
Description: Information on the World Bank, which is seen by many as one of the leading international development institutions, given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative

assistance projects and programs in sectors such as rural development and agriculture, and water supply and sanitation. ***Topics:*** Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less-developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC); Multilateral Investment Guarantee Agency (MIGA). ***Program Record Number:*** IDA MVP 215

World Food Program (WFP)

Description: Information on the policies and programs of the WFP and Canada's participation. ***Topics:*** Documents related to sessions of the WFP governing body and Canadian pledges to the WFP. ***Program Record Number:*** IDA MVP 185

Policy Branch

Agriculture and Food Security

Description: Corporate level policy, guidelines, studies and advice in the agricultural disciplines including food security and related disciplines and issues such as nutrition and desertification. ***Topics:*** Productivity enhancement, Sustainability, Research and technology in Agriculture; land and water development; crops; livestock; agricultural support services, food security and rural development; agriculture policy; marketing, processing and agro-industries. ***Program Record Number:*** IDA YEN 526

Education

Description: Corporate level policy, strategic planning, studies and advice. ***Topics:*** Sustainable educational systems including capacity building within the sector; basic education especially primary education both formal and non-formal; girl's education; teacher training; curriculum development and learning materials; distance education. ***Program Record Number:*** IDA YHR 532

Energy

Description: Corporate level policy, guidelines, studies and advice. ***Topics:*** Management of energy resources; hydro electric power generation; power transmission and distribution of electricity; oil and gas; mines; energy conservation. ***Program Record Number:*** IDA YEN 526

Forestry and Conservation

Description: Corporate level policy, guidelines, studies and advice. ***Topics:*** Watershed management, eco-system management, forest management, reforestation, social forestry, forest research, wild life and protected area management, forest product processing industries, marketing and forest economics. ***Program Record Number:*** IDA YEN 526

Health and Population

Description: Corporate level policy, guidelines, studies and advice. ***Topics:*** Demography; family planning and nutrition; public health; control of water and airborne diseases; epidemiology; parasitology; management of health and population facilities. ***Program Record Number:*** IDA YHR 532

Marine resources and Oceans

Description: Corporate level policy, guidelines, studies and advice. ***Topics:*** Marine resources management and development including ocean, coastal and inland resources (living and inanimate), fisheries, aquaculture, primary, secondary and tertiary development, and capacity building. ***Program Record Number:*** IDA YEN 526

Telecommunications and Electronics

Description: Corporate sectoral policy, guidelines, studies and advice. ***Topics:*** Management of telephony, data, broadcasting and electronic navigation systems; remote sensing; associated technical assistance. ***Program Record Number:*** IDA YDI 510

Water and Sanitation

Description: Corporate level policy guidelines, studies and advice. ***Topics:*** Water Resources: management, planning and development, economics of water, feasibility studies and financial management. Water supply rural and urban: dams and reservoirs for water supply, conveyance and distribution systems, pumping stations, water treatment plans, health issues related to water quality and quantity, etc. Sanitation: rural and urban on-site sanitation, urban sewer systems, waste treatment plants, pumping stations, solid wastes collection, disposal and management. Legal and institutional aspects: water legislation and water laws. Policy development: policy and strategy development. Hydrology and river engineering: surface drainage; storm water management, surface drainage, river basin management, decontamination. Irrigation: planning and design, canals, reservoirs, dams, subsurface drainage, dykes, land development. Social and participatory process: gender issues, training and capacity building water, sanitation, irrigation and water resources management. ***Program Record Number:*** IDA YEN 526

Central and Eastern Europe

Description: Information on bilateral technical cooperation program, regional cooperation programs, humanitarian assistance program, multilateral program, Peace and Democracy program, Information on Project Review Committee; global and country budget allocations; information material for the public; evaluation reports on the program, documents to central agencies. ***Topics:*** Policy and plans; country programs; project proposals; project approval documents, contribution agreements, contracts, organizational charts, statistics, reports, budget, minutes, guidelines, terms and

conditions, government and departmental regulations. ***Program Record Number:*** IDA RVP 285

Cooperant Services

Description: Administration standards, data bank. ***Topics:*** Co-operant selection and support, roster of experts. ***Program Record Number:*** IDA GMD 813

Environmental Assessment

Description: Corporate level policy, guidelines, studies and advice. ***Topics:*** Environmental assessment (EA) compliance; coordination of and consultation on departmental EA issues; integration of EA program initiatives and strategies; training on the requirements of the Canadian Environmental Assessment Act (CEAA); public registries of EAs under the CEAA; traditional and indigenous ecological knowledge; international collaboration; EA research, audit of EA activities. ***Program Record Number:*** ADI YEA 537

Pakistan

Description: CIDA's assistance program in Pakistan focuses on the long term social and economic evolution of Pakistan through the development of its people and institutions. The three primary objectives are: to improve the social conditions in Pakistan, particularly for women; to foster entrepreneurial potential in the private sector; and to support good governance at the local and national level as it relates to energy and the environment. Areas of priority are the strengthening of community based organizations and NGOs, improving access to basic social services, improving the status of women professionals, strengthening the implementation of environmentally sustainable policies and efficient power generation, and exploring areas for private sector cooperation between Canada and Pakistan. ***Program Record Number:*** IDA GMD 813

Urban Development

Description: Corporate level policy, guidelines and strategies, studies and advice. ***Topics:*** Urban & municipal governance, environmental management, urban poverty, regional land-use planning, community management and development, shelter issues. ***Program Record Number:*** IDA YDA 515

Personal Information Banks

♦ Canadian Partnership Branch

Accounts Payable and Receivable

Description: Accounting data on commitments, payments and receivables are available from the information system maintained by the Agency. The purpose of this data bank is to monitor and control all payments as well as accounts receivable. ***Class of Individuals:*** employees, suppliers, companies, consultants, etc. ***Purpose:*** Information needed to initiate and control payments and monitor accounts receivable. ***Retention and Disposal Standards:*** Payment files are kept for a period of ten years and the data from the Agency Information System is available since its creation. ***TBS Registration:*** 003422 ***Bank Number:*** IDA PPU 020

Consultant Registration Data Bank (No. 7510)

Description: This data bank contains names, addresses and telephone numbers of consultants (firms, organizations or individuals) as well as an adequate description of their resources, professional expertise, specialization, general experience and language capabilities. Files are updated on a regular basis. The purpose of the data bank is to provide the contract approval authorities with information on the qualifications and experience of individuals and firms wishing to obtain contracts to undertake CIDA projects in developing countries. This data bank has not been used since September 1994. ***Class of Individuals:*** Consultants ***Purpose:*** Data bank to provide description of consultants resources, professional expertise, specialization, and general experience. ***Retention and Disposal Standards:*** With the technological and organizational changes, this data bank is no longer being used. It will be deleted in 2000-2001. ***TBS Registration:*** 003417 ***Bank Number:*** IDA PPU 010

The Human Resources Inventory of Persons Serving or Prepared to Serve Overseas as cooperant

Description: The record consists of personal data, academic qualifications and experience. This data bank is used as a current inventory of individuals with appropriate skills wishing to participate in CIDA projects, as well as those presently on assignment overseas with CIDA. The information is used to maintain and to build a computer inventory enabling CIDA to respond to needs of developing countries. The inventory is also used to identify suitable candidates who have expressed a desire to serve with international development organizations. The completed form is kept on the file and the files are kept for ten years and after last correspondence the computer inventory is kept for two years. ***Class of Individuals:*** cooperants ***Purpose:*** Data bank used as a current inventory to respond to needs of developing countries. ***Retention and Disposal Standards:*** The completed form is kept on the file and the files are kept for ten years and the inscriptions in the computer inventory are updated on request. ***TBS Registration:*** 003421 ***Bank Number:*** IDA PPU 005

Manuals

CIDA is currently in the process of replacing all of its computer infrastructure and plans to make all manuals available electronically.

- Criteria, Terms and Conditions
- Directives for Branches and Divisions (describes the operational procedures of sections)

- Geographic Programs Road Map
- Handbook 10 - Multilateral Programs (Food Aid Programming Issues)
- Contracting Policy Handbook (on Intranet)
- Handbook 13 - Institutional Co-operation and Development Services
- Handbook 14 - Non-Governmental Organizations
- Handbook 4 - Financial Management, AIDIS Coding Manual, AIDIS End User Manual, CIDA's Financial Standards for Local Costs
- Handbook 5 - Administrative Services, Administrative Bulletins, Administrative Notices
- Handbook 6 - Occupational Safety and Health
- Handbook 7 - Security
- Handbook 9 - Personnel (Organization Charts)
- Procurement Handbook for Goods and Related Services
- Guidelines on Logistics and Transportation
- CIDA's Estimates
- Management of Bilateral Project Evaluations 1991
- Memoranda to Cabinet: A Drafter's Guide
- Orders-in-Council for Crown Corporations
- Policy Compendium Issues (Human Rights, Nuclear Energy, etc.
- Policy Manual Issues (derived from statements by Ministers, Central Agencies and the President's Committee, on topics such as Volume, Allocation, Eligibility, Sectoral Issues)
- Reports by Development Banks (World Bank, Inter-American Development Bank, African Development Bank, etc.)
- Reports by the Development Assistance Committee (DAC)
- Standards for Bilateral Project Evaluations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Public Inquiries
Communications Branch
Canadian International Development Agency
Place du Centre, 200 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0G4)

(819) 997-5006

Reading Room

In accordance with the Access to Information Act, representatives from the Access to Information Unit may arrange for a reading room for requesters who may wish to examine records on CIDA premises. Arrangements will be done keeping in mind all physical security measures in place. Requesters may contact an advisor at (819) 997-0845.

Canadian International Trade Tribunal
Chapter 31

General Information

Background
Bill C-110, which established the Canadian International Trade Tribunal (CITT) and dissolved the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board, received Royal Assent on September 13, 1988. Sections of the Canadian International Trade Tribunal Act establishing the corporate structure of the CITT were proclaimed on September 15, 1988. Sections of the Act giving the CITT operational responsibilities and dissolving the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board came into force on December 31, 1988. Pursuant to the NAFTA Implementation Act, on January 1, 1994, the Tribunal became Canada's bid challenge authority in respect of federal government procurement as contemplated under Article 1017 of NAFTA. The Tribunal succeeds the Procurement Review Board of Canada in this capacity. The Tribunal also acts as the bid challenge authority under the Agreement on Internal Trade (AIT) and the World Trade Organization Agreement on Government Procurement (WTO).

Responsibilities
The CITT is a quasi-judicial tribunal responsible for conducting dumping and countervailing injury inquiries, making inquiries and carrying out recommendations as directed and considering import safeguard complaints by domestic producers. It is empowered to deal with appeals from decisions of the Minister or the Deputy Minister of National Revenue involving mainly customs and excise matters. The Tribunal receives and decides complaints from Canadian, American and Mexican suppliers who believe that the procurement process conducted by the Canadian Federal Government was not carried out in accordance with NAFTA, as well as complaints under the AIT and the WTO. The Tribunal also conducts investigations into requests from Canadian producers for tariff relief on imported textile inputs used in their production operations.

Legislation
- Canadian International Trade Tribunal Act, 1988
- Customs Act (R.S.C., 1985, C-54)
- Excise Tax Act (R.S.C., 1985, C-E14)
- Special Import Measures Act (R.S.C., 1985, C-515)

Organization
The Tribunal consists of a Chairman, two vice-chairs, and not more than six other permanent members to be appointed by the Governor in Council. The Governor in Council may also appoint up to five temporary members, as required. The Tribunal is supported by the Research Branch, the Legal Services Branch, the Procurement Review Division and the Secretariat.

Information Holdings

Program Records

Administration Files
Description: General subjects and information relating to the administrative responsibilities of the Canadian International Trade Tribunal. ***Topics:*** Administration; buildings and properties; equipment and supplies; finance and personnel. ***Program Record Number:*** CTT CTT 005

General Counsel Files
Description: Information relating to legal advice, interpretation, research and assistance on the legislation or regulations, legal precedents and international agreements relevant to the responsibilities of the Tribunal. ***Topics:*** Rules and regulations; legal advice and opinions; legal precedents; agreements and acts and legislation. ***Program Record Number:*** CTT CTT 020

International Trade Research Files
Description: Information relating to the design, management, direction,implementation and timeliness of research and investigations undertaken in connection with Tribunal responsibilities. ***Topics:*** Statistical research; statistical database design and systems; economic research, economic models and project management. ***Program Record Number:*** CTT CTT 015

Operational Files
Description: General subjects and information relating to the operational responsibilities of the Canadian International Trade Tribunal, including specific economic, trade, and tariff studies and hearings, hearings on appeals and investigations of procurement complaints. ***Topics:*** References under the Canadian International Trade Tribunal Act by the Governor in Council on any economic, trade or commercial matter, including injury to Canadian producers of goods and services, or by the Minister of Finance on any tariff-related matter; serious injury complaints by Canadian goods producers under the Canadian International Trade Tribunal Act; appeals of decisions by the government -- in particular the Minister or Deputy Minister of National Revenue -- under the Customs Act, the Excise Tax Act and the Special Import Measures Act; and in response to other acts of Parliament or related regulations including references, anti-dumping and countervailing injury inquiries, public

interest determinations, reviews and importer rulings of anti-dumping and countervailing duty cases under the Special Import Measures Act. ***Program Record Number:*** CTT CTT 010

Procurement Review Division Files
Description: Documentation on investigations of procurement complaints. ***Topics:*** These documents include complaint documents, submissions, evidence and exhibits provided by the parties and interveners. ***Program Record Number:*** PRB CTT 011

Personal Information Banks

Personal Services Contracts
Description: This bank contains a copy of each personal services contract, amendments and relevant correspondence. It may include personal resumes. ***Class of Individuals:*** Persons employed by the Tribunal under a personal services contract. ***Purpose:*** The purpose of this bank is to maintain a record of personal services contracts. ***Consistent Uses:*** This bank is also used to back up financial records and invoices. ***Retention and Disposal Standards:*** The records are retained for six years after comprehensive audit and then destroyed. ***TBS Registration:*** 002553 ***Bank Number:*** CTT PPU 010

Temporary Help Agencies
Description: This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly salary charged by the agency, the approximate duration of employment, the name of a contact person at the agency and a description of the selection criteria. It also includes correspondence concerning individual terms of employment of a duration greater than eight weeks. ***Class of Individuals:*** Personnel referred by the agencies. ***Purpose:*** The purpose of this bank is to maintain a record of temporary help personnel. ***Consistent Uses:*** This bank is also used to back up financial records and invoices. ***Retention and Disposal Standards:*** The records are retained for one year after comprehensive audit and then destroyed. ***TBS Registration:*** 002552 ***Bank Number:*** CTT PPU 005

Manuals

- Procurement Review Process – A Descriptive Guide
- Textile Reference Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Tribunal and its functions may be directed to:

The Secretary
Canadian International Trade Tribunal
333 Laurier Avenue West
Ottawa, Ontario
K1A 0G7

(613) 993-3595

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Standard Life Building
333 Laurier Avenue West
Ottawa, Ontario

Canadian Museum of Civilization
Chapter 32

General Information

Background
The Canadian Museum of Civilization Corporation (CMCC), a Crown Corporation, was established in 1990 by the Museums Act.

The CMCC comprises the Canadian Museum of Civilization (CMC) and its affiliate: The Canadian War Museum (CWM).

The Corporation has two public facilities: The CMC located at 100 Laurier Street, Hull, Quebec and the CWM at 330 Sussex Drive, Ottawa, Ontario.

Responsibilities
The purpose of the Corporation, as defined in the Act, is: "to increase, throughout Canada and internationally, interest in, knowledge and critical understanding of and appreciation and respect for human cultural achievements and human behaviour by establishing, maintaining and developing for research and posterity a collection of objects of historical or cultural interest, with special but not exclusive reference to Canada, and by demonstrating those achievements and behaviour, the knowledge derived from them and the understanding they represent."

Legislation
- The Museums Act (Statutes of Canada 1990, Chapter 3)

Organization

♦ Canadian War Museum (CWM)
The CWM is an affiliate of the CMC. The purpose of the CWM is "to share in the remembrance of, and serve as a memorial to, those Canadians lost in, or as a result of, war; to examine the war and war-related history of Canada and its effect upon Canada and Canadians; and to document Canada's continuing commitment to peacekeeping and the maintenance of international security".

The CWM comprises: Office of the Director and Chief Executive Officer, Public Programmes and Collections Division, and Research and Exhibitions Division.

♦ Development Branch
This Branch is responsible for establishing and maintaining relationships with the business world and for carrying out fundraising and development activities.

♦ Directorate
The Directorate is responsible for the direction of the CMCC and the management of all its activities, resources and outputs. The Directorate comprises: Office of the President and Chief Executive Officer, Corporate Secretariat, Audit and Evaluation and Office of the Chief Operating Officer.

♦ Exhibitions and Programmes Branch
This Branch plans, develops, manages and evaluates a balanced programme of permanent, temporary and travelling exhibitions and interpretive programmes (live interpretation, special events and education) in support of the CMCC's purpose and objectives. The Branch comprises: Exhibitions and Design Division, Public Programmes Division, Canadian Children's Museum, and Canadian Postal Museum.

♦ Museum Services
This Branch is responsible for the provision of management and financial services. These include materiel and facilities management, as well as, protection, informatics and personnel services. Furthermore, this Branch plans, establishes and manages commercial programmes. The Branch comprises: Human Resources Division, Financial and Administrative Services, Commercial Operations, and Property Management, Hosting and Security Services Division.

♦ Public Affairs Branch
This Branch is responsible for the CMCC's public image, media and public relations, promotional activities and material, advertising, internal communications, official ceremonial events, liaison between the CMCC, government and the community at large. In addition, this Branch is responsible for the marketing activity of the CMCC.

♦ Research and Collections Branch
This Branch undertakes research programmes designed to add to the collections of the CMCC and to the level of knowledge relating to the analysis of regional cultural entities that make up our heritage and through investigation of the processes that have served to define the Canadian cultural experience. This Branch also maintains, preserves and makes accessible to users the collections of the CMCC and related information. The Branch comprises: History Division, Canadian Ethnology Service, Archaeological Survey of Canada, Cultural Studies, Publishing Group, Aboriginal Training, Program, Collections, Conservation and Display Services, Library, Archives and Documentation Services.

Information Holdings

♦ Canadian War Museum (CWM)

Exhibitions
Description: Information on permanent, special and travelling exhibitions. ***Topics:*** Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; special and travelling exhibitions and five history presentations. ***Program Record Number:*** CMC MCD 560

♦ Directorate

Governance and Management
Description: Information pertaining to discussions of the Board of Trustees and of the CMCC Executive Committee, audits and evaluation. ***Topics:*** Policy; planning of programmes; internal audits and evaluations of programmes.***Program Record Number:*** CMC MCA 470

EXHIBITIONS AND PROGRAMMES BRANCH

Exhibitions

Description: Information on permanent, travelling, special and temporary exhibitions. ***Topics:*** Policy; exhibit planning; insurance; publicity; films, texts, labels; proposed exhibitions. ***Program Record Number:*** CMC MCH 650

Canadian Children's Museum – Exhibitions
Description: Information on permanent, travelling and special exhibitions. ***Topics:*** Policy; exhibit planning; proposed exhibitions. ***Program Record Number:*** CMC MCJ 685

Canadian Postal Museum – Exhibitions
Description: Information on permanent, travelling and special exhibitions. ***Topics:*** Policy; exhibit planning; proposed exhibitions. ***Program Record Number:*** CMC MCI 676

Public Programmes – Research
Description: Research on artifacts and collections for the benefit of government and the general public. ***Topics:*** Research policy. ***Program Record Number:*** CMC MCG 665

♦ Research and Collections Branch

Archaeological Survey of Canada – Exhibitions
Description: Information on permanent, travelling and special exhibitions. ***Topics:*** Policy; exhibit planning; proposed exhibitions; travelling exhibitions. ***Program Record Number***: CMC MCB 500

Canadian Ethnology Service – Exhibitions
Description: Information on permanent, travelling and special exhibitions. ***Topics:*** Policy; exhibit planning; proposed exhibitions; permanent exhibitions; temporary exhibitions. ***Program Record Number:*** CMC MCF 620

Collection, Conservation and Display Services - Exhibitions
Description: Information pertaining to condition of artifacts; design of spaces and modules for exhibitions; storage facilities requirements for collections. ***Topics:*** Policy; condition reports. ***Program Record Number:*** CMC MCC 610

Cultural Studies – Exhibitions
Description: Information on permanent, temporary, travelling and special exhibitions. ***Topics:*** Policy; exhibit planning and proposed exhibitions; musical instruments. ***Program Record Number:*** CMC MCC 530

History Division – Exhibitions

Description: Information on permanent, travelling and special exhibitions. ***Topics:*** Policy; exhibit planning. ***Program Record Number:*** CMC MCE 590

Library, Archives and Documentation Services - Exhibitions
Description: Documentation of collections and materials; loans and reproductions. ***Topics:*** Policy, books and periodicals, microfiche; microfilm; photographic collection; AV collection; manuscripts; field notes and reports; artifact documentation; licensing; digitization. ***Program Record Number:*** CMC MCL 600

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. ***Topics:*** Policy; procedures; gifts and donations; plans and reports; purchases; disposition; offer to museum to purchase; enquiries about artifacts; inventories; statistics. ***Program Record Number:*** CMC MCF 625

Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. ***Topics:*** Policy; casts and replicas; condition reports; storage; research on deterioration of artifacts due to poor environmental conditions of buildings. ***Program Record Number:*** CMC MCF 630

Loans
Description: Information on incoming and outgoing loans for exhibitions. ***Topics:*** Policy; requests for loans; lists of forthcoming loans; approvals or rejections; condition reports; insurance; loans to other museums. ***Program Record Number:*** CMC MCE 615

Publications
Description: Research publications and manuscripts, photographic and audio-visual material and other miscellaneous publications. ***Topics:*** Policy; permission to publish; Canadian Museum of Civilization publications; Canadian War Museum publications; exhibition catalogues; licensing and copyright; Bulletins; Mercury series. ***Program Record Number:*** CMC MCF 640

Research
Description: Research on artifacts or the collection of artifacts for the benefit of government and the general public as well as historical research for the preparation of exhibition storylines, educational programming and publications. ***Topics:*** Policy; material research; research proposals; reports of completed research projects; anthropology; ethnology; archaeology; folklore; material culture; history; Canadian Postal Museum; Canadian Children's Museum; Canadian War Museum. ***Program Record Number:*** CMC MCI 678

Personal Information Banks

♦ Directorate

Individual Requests Under the Privacy Act
Description: This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Privacy Act. ***Purpose:*** For processing such requests and for compiling statistics relating to them. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last action, then sent to National Archives of Canada for archival or historical retention. ***TBS Registration:*** 003457 ***PAC Number:*** 86-001 ***Bank Number:*** CMC PPU 030

Requests Under the Access to Information Act
Description: This banks contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Access to Information Act. ***Purpose:*** To process requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last action, then sent to National Archives of Canada for archival or historical retention. ***TBS Registration:*** 003454 ***PAC Number:*** 86-001 ***Bank Number:*** CMC PPU 020

MUSEUM SERVICES

Contract Files
Description: This bank contains a record of all personal and professional service contracts entered into by the CMCC. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Contracts Management Section. ***Class of Individuals:*** Information relates to individuals from the private sector under contract for services to CMCC. Purpose: For contracting services. ***Consistent Uses:*** Maintaining information on all service contracts entered into by CMCC. ***Retention and Disposal Standards:*** Six fiscal years, then destroyed. TBS Registration: 000377 ***PAC Number:*** 86-001***Bank Number:*** CMC PPU 010

Requests from Federal Investigative Bodies
Description: This bank contains requests for personal information made pursuant to paragraph 8(2)e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** To meet the requirements of the Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Documents destroyed after last action. ***TBS Registration:*** 003456 ***PAC Number:*** 86-001 ***Bank Number:*** CMC PPU 025

♦ Research and Collections Branch

Collections
Description: This bank contains complete information pertaining to the collection of objects by the CMCC. It may contain information such as name, address, correspondence, evaluation report, income tax and insurance forms, contract and all pertinent information involving an individual who is selling or giving an object to the CMCC for inclusion in its collections. ***Class of Individuals:*** Individuals with which the CMCC deals, in relation to collecting. ***Purpose:*** To maintain complete information about objects collected or collectable by the CMCC. The information is classified by objects or names. ***Consistent Uses:*** Determination of value of objects for income tax or insurance purposes. ***Retention and Disposal Standards:*** Retained indefinitely. ***TBS Registration:*** 003453 ***PAC Number:*** 86-001 ***Bank Number:*** CMC PPU 005

Classes of Personal Information

Some CMCC files summarized in the program records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about CMC and CWM collections, programmes and services, information and advice given to individuals by CMC and CWM employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the CMCC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the CMC or the CWM.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Museum of Civilization Corporation and its various programmes and functions may be directed to:

Public Affairs Branch
Canadian Museum of Civilization
100 Laurier Street
P.O. Box 3100, Station B
Hull, Quebec
J8X 4H2

(819) 776-7160
Fax: (819) 776-7187

Reading Room

Canadian War Museum
Vimy House
221 Champagne Avenue North
Ottawa, Ontario
K1A 0M8

(819) 776-8652

LIBRARY
Canadian Museum of Civilization
100 Laurier Street
P.O. Box 3100, Station B
Hull, Quebec
J8X 4H2

(819) 776-7173

Canadian Museum of Nature
Chapter 33

General Information

Background
The Canadian Museum of Nature (CMN), a Crown Corporation, was established in 1990 by the Museums Act, and reports to parliament through the Minister of Canadian Heritage. It is administered by its own directorate under the authority of a Board of Trustees. The President is the Chief Executive Officer of the CMN.

Responsibilities
The purposes of the Corporation, as defined in the Act, are to establish and maintain for research and posterity a collection of natural history objects, with special but not exclusive reference to Canada, and to use the collection, the knowledge derived from it and the understanding it represents, to increase throughout Canada and internationally, interest, knowledge, appreciation and respect for the natural world.

Legislation
- The Museums Act, 1990

Organization
♦ Collections
This programme is responsible for the provision of collection-based products and services required to build knowledge and appreciation of nature by developing, managing, and preserving collections of natural history objects for the benefit of present and future generations to meet the increasing requirements such as the rapid changes in the Arctic, Canada's national and international role in biodiversity, and needed understanding of the changing natural world.

♦ Corporate Services
This programme is responsible for the provision of leadership in developing new and innovative techniques in the management of the CMN and to develop business initiatives to offset declining appropriations.

♦ Public Education
This programme is responsible for fostering an understanding of and empathy with nature, to build natural science literacy on this foundation, and to develop awareness and dialogue in Canadian society about crucial current issues concerning the natural world.

♦ Research
This programme is responsible for the creation of a critical mass of expertise and scientific knowledge so informed decisions can be made in three pressing areas: of natural science: Issues in Biodiversity, Paleobiological Studies and Rare Elements.

Information Holdings

Program Records

Acquisitions and Collections
Description: Detailed information on the acquisition and collection of artifacts and specimens through actual fieldwork, purchases, gifts, donations and exchanges. ***Topics:*** Collections Management Policy, general correspondence, tax receipt information for gifts and donations; Canadian Cultural Property Review Board recommendations and examination reports; Nature Art Collection, National Herbarium Collection, National Mineral Collection, Pinch Mineral Collection, various collections of zoological and paleobiological specimens. ***Access:*** The information is classified by objects or acquisition number. ***Program Record Number:*** CMN NSA 005

Conservation
Description: Detailed information on the conservation and preservation of artifacts and specimens; prevention of their deterioration through care and maintenance; provision of suitable physical environments for storage; preservation and preparation methods; proper handling and packaging procedures for their transportation; and various conservation projects. ***Topics:*** Collections Management Policy and general correspondence; analysis, examinations, inspections, restoration; Shaw Woods Forest Preserve; Coral Reefs. ***Program Record Number:*** CMN NSA 010

Exhibitions
Description: Detailed information on permanent, travelling, temporary and international exhibitions including exhibit planning and proposed exhibits. ***Topics:*** Public Programming and Exhibits policies, general correspondence on exhibit planning and design; Plant Life; Animal Life; Animals in Nature; Birds in Canada; Mammals in Canada; Earth Hall; Life through the Ages; Viola MacMillan Mineral Gallery; Wolves and Humans; Creepy Critters; Dinomagica; Monarca, etc. ***Access:*** The information is classified by specific subject or project number. ***Program Record Number:*** CMN NSA 025

Loans
Description: Detailed information on incoming/outgoing short and long term loans of collection objects originating from or shipped to other museums, individuals and

educational institutions for research, exhibition and education purposes. ***Topics:*** Loans Policy and general correspondence; loan approvals; loan forms; transportation procedures. ***Access:*** This information is classified by loan number. ***Program Record Number:*** CMN NSA 020

Marketing, Communications and Development
Description: General information on the museum's business operations and revenue generating programmes. ***Topics:*** Marketing and Communications Policies; general correspondence; professional services; advertising; public and media relations; visitor services; rental services; membership programme; fund-raising and co-venture projects. ***Program Record Number:*** CMN NSA 035

Publications
Description: Detailed information on the museum's scientific and trade publications. ***Topics:*** Publications Policy and general correspondence; co-publishing; distribution and sales; royalties; copyrights and reproduction rights; book reviews; Syllogeus publications; Natural History Notebook series; Flora of Canada; Handbook on Canadian Mammals; Famous Mineral Localities of Canada; Squirrels of Canada; Birds of Canada; A Vanished World – Dinosaurs of Western Canada; The Dinosaurs of North America; Global Biodiversity. ***Access:*** The information is classified by subject. ***Program Record Number:*** CMN NSA 030

Research
Description: Detailed information on scientific research in various fields such as Earth Sciences, Paleobiology, Mineralogy, Vertebrate and Invertebrate Zoology, Botany, Biodiversity; various research projects, field expeditions and notes. ***Topics:*** Research Policy, projects and general correspondence. ***Program Record Number:*** CMN NSA 015

Personal Information Banks

Collections
Description: This bank has complete information on names and addresses of individuals pertaining to the collection of objects by the Canadian Museum of Nature. ***Class of Individuals:*** Individuals with which the Canadian Museum of Nature deals, in relation to collecting. ***Purpose:*** To maintain complete information about objects collected or collectable by the Canadian Museum of Nature. ***Consistent Uses:*** Determination of the value of objects for income tax or insurance purposes. ***Retention and Disposal Standards:*** Operational records; no disposal schedules have been applied. ***Related to PR#:*** CMN NSA 005 ***TBS Registration:*** 003412 ***Bank Number:*** CMN PPU 005

Contract Files
Description: This bank contains records of all personal and professional service contracts entered into by the Canadian Museum of Nature. The records contain information such as the request for proposal, the original contract documents and amendments, and reasons for not authorizing payments if the terms of the contract have not been met. Active files are kept within the Contracts section. ***Class of Individuals:*** Information relates to individuals from the private sector under contract for services to CMN. ***Purpose:*** For contracting services legal and financial references. ***Consistent Uses:*** To maintain information on all service contracts entered into by CMN. ***Retention and Disposal Standards:*** Six fiscal years after termination or cancellation of contract, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 000377 ***Bank Number:*** CMN PPU 010

Donations and Contributions
Description: This bank contains personal information such as names and addresses of donors as well as financial information on donations of museological objects or financial contributions towards the acquisition of museological collections. ***Class of Individuals:*** General public and private sector businesses and corporations. ***Purpose:*** To maintain financial information dealing with the issuance of income tax receipts. ***Consistent Uses:*** Pursuant to the Income Tax Act, documentation is used to support annual individual or corporate tax returns. ***Retention and Disposal Standards:*** Records are retained for statistical purposes for six years and then destroyed. ***Related to PR#:*** CMN PPU 005 ***TBS Registration:*** 003413 ***Bank Number:*** CMN PPU 015

Individual Requests under the Access to Information Act
Description: Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests, and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the ATI Act. ***Purpose:*** To process such requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last administrative use or request action completed, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 001680 ***Bank Number:*** CMN PPU 020

Individual Requests under the Privacy Act
Description: Contains formal requests made under the Privacy Act by individuals for access to personal information about themselves, the replies to such requests, and all records relating to their processing. If applicable, includes information on exemptions claimed,

complaints received, reports and recommendation of the Privacy Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Privacy Act. ***Purpose:*** To process such requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last administrative use or request action completed, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 001680 ***Bank Number:*** CMN PPU 030

Requests from Federal Investigative Bodies
Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** To meet the requirements of the Privacy Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last administrative use or request action completed, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 000379 ***Bank Number:*** CMN PPU 025

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Museum, its branches, and its various programs and functions may be directed to the Manager, Communications, at the museum's mailing address.

National Capital Region

Communication Services
Canadian Museum of Nature
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4

(613) 566-4700

Reading Room

The Museum's Library and Central Records office have been designated, under the Access to Information Act, as public reading rooms. Their address is:

Canadian Museum of Nature
National Heritage Building
1740 Pink Road
Aylmer, Quebec

Canadian Polar Commission

Chapter 34

General Information

Background

In September 1985 the Minister of Indian Affairs and Northern Development commissioned a study group to investigate the state of Canadian polar science. Based on extensive consultations with Canada's northern research community, government departments, and non-government organizations, the study group produced its report, Canada and Polar Science, in March 1987. Among its recommendations was a call for the creation of "a national body ...to provide ongoing contact, at a senior level, between the federal government and those concerned with Canadian polar science and research".

Professor Thomas Symon's report The Shield of Achilles, which became the draft of a mandate for the Canadian Polar Commission, expressed concern that a new commission not duplicate the efforts of other institutions, but "...build upon, complement and support the work of the many diverse existing Canadian institutions, programmes, and organizations that are dedicated to the development of polar knowledge".

As a result of these efforts, the Canadian Polar Commission provides a new focus for polar scientific research in Canada. Through active interchange with industry, the private sector, governments, aboriginal people and other northern residents, the academic community, and interest groups, the Commission can reinforce Canada's existing role and reputation in the polar world.

Responsibilities

The mandate of the Commission is to monitor and to assess the state of polar knowledge in the country, and to foster the development of this important part of Canadian science. To this end, the Commission's role is to help determine scientific priorities with regard to polar regions, encourage Canadian organizations to support development and dissemination of knowledge of these regions, advise the minister responsible (Minister of Indian and Northern Affairs) on polar matters, disseminate information about polar research, and foster international cooperation regarding the sharing of polar knowledge.

It is within the mandate of the Commission to sponsor conferences, seminars and other activities, provide financial support for studies and the publication of reports, recognize achievements in polar science, support and encourage in various ways the endeavours of those who are involved in polar research.

Legislation

- Canadian Polar Commission Act (February 1991)

Organization

The Canadian Polar Commission is made up of 7 members, selected for their skills and merits. These members, who form the Board of Directors of the Commission, cannot be full-time employees in the Public Service of Canada. They are appointed for three year terms. Sub-committees have been established on science and the environment, international affairs, communications and the Canadian Polar Information Directory. The Polar Commission itself can call on others, especially northerners, to sit on these committees.

The Canadian Polar Commission offices are located in Ottawa and Yellowknife.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Budgets
Buildings and Properties
Classification of Positions
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission may be directed to:

Canadian Polar Commission
Suite 1710, Constitution Square
360 Albert Street
Ottawa, Ontario
K1R 7X7

Tel: (613) 943-8605
Fax: (613) 943-8607

Yellowknife Office

Northern Visitors' Centre
10-4807, 49th Street
Yellowknife, N.W.T.
X1A 3T5

Tel: (403) 920-7401 or 920-7098
Fax: (403) 873-3654

Canadian Radio-television and Telecommunications Commission

Chapter 35

General Information

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority that operates at "arm's length" from government and reports to Parliament through the Minister of Canadian Heritage. It was established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency with a mandate to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the Canadian Radio-television and Telecommunications Commission Act, under which the Commission assumed responsibility from the Canadian Transport Commission for regulating telecommunications carriers within federal jurisdiction.

On 4 June 1991 a new Broadcasting Act was proclaimed. On 25 October 1993 the new Telecommunications Act, replacing the Railway Act and the National Telecommunications Powers and Procedures Act, was proclaimed. As a result of a 26 April 1994 decision by the Supreme Court of Canada involving Téléphone Guèvremont Inc., 49 telephone companies providing services on a strictly local or intra-provincial basis, but with interconnection to inter-provincial services, and formerly subject to provincial legislative and regulatory authority, were brought within federal legislative authority and became therefore subject to the CRTC's jurisdiction.

Responsibilities

In broadcasting matters, the CRTC regulates both the public and private sectors with a view to implementing the broadcasting policy for Canada set out in section 3 of the Broadcasting Act. It has the power, inter alia, to issue, renew, amend, suspend or revoke licences and to set any conditions of licence it deems necessary. With respect to federally-regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and not unjustly discriminatory. The Commission's approval is also required for traffic and certain other types of agreements and capital stock issues. In order to fulfil its mandate, the CRTC collects a variety of information pertaining to applicants and existing licensees operating programming, distribution or network undertakings across the country. Financial and operating information is collected on a yearly basis in Annual Returns. Programming on radio and television is monitored: television stations, including pay television and specialty services, must submit detailed program logs monthly and radio stations must submit their program logs upon request. In the course of the public hearing process, information concerning the applications being heard is made available for public examination, as outlined in the CRTC Broadcasting Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express his/her views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedure. The Commission receives complaints and inquiries from specific individuals or corporations, or interest groups regarding both broadcasting and telecommunications. The Commission forwards certain complaints to the Ombudsman for Telecommunications Services. Copies of complaints relating to broadcasting matters are forwarded to the licensee concerned for comment and placed on a file available for examination by the public. As appropriate, they may be forwarded to the Canadian Broadcast Standards Council (the CBSC), which administers industry standards and codes of conduct or to the Cable Television Standards Council (CTSC) which administers Cable Service Standards.

Legislation

Broadcasting Act, 1991

- Broadcasting Distribution Regulations, 1998
- Broadcasting Information Regulations, 1993
- Broadcasting Licence Fee Regulations, 1997
- Canadian Radio-television and Telecommunications Act, 1976
- Canadian Telecommunications Common Carrier Ownership and Control Regulations
- CRTC Broadcasting Rules of Procedures
- CRTC Telecommunications Rules of Procedures
- Direction the CRTC: Direct-to-Home (DTH) Pay-per-View Television Programming Undertakings
- Direction to the CRTC: Direct-to-Home (DTH) Satellite Distribution Undertakings
- Direction to the CRTC: Ineligibility of Non-Canadians
- Direction to the CRTC: Ineligibility to Hold Broadcasting Licences
- Direction to the CRTC: Reservation of Cable Channels
- Pay Television Regulations, 1990
- Radio Regulations, 1986
- Specialty Services Regulations, 1990
- Tariff Regulations
- Telecommunications Act, 1993
- Telecommunications Fees Regulations, 1995
- Television Broadcasting Regulations, 1987

Organization

The Secretary General and Chief Operating Officer

The Secretary General and Chief Operating Office of the Commission is responsible for corporate leadership for the development and implementation of strategies and initiatives to further the Commission's Vision. This includes co-ordination of Broadcasting and Telecommunications regulatory activities as well as Legal advice, Secretariat services for and on behalf of the Commission. The Office of the Secretary General is the formal point of contact for the general public and industry with the Commission and communicates decisions and notices on behalf of the Commission. The Secretary General directs the effective operations and administration of the Commission and co-ordinates internal management services.

Broadcasting Directorate

The Broadcasting Directorate is responsible for providing the Commission with all information needed to regulate those broadcasting undertakings subject to the CRTC's jurisdiction and for developing general broadcasting regulatory policy for adoption by the Commission. The Directorate develops advice and recommendations to the Commission in order to implement the Broadcasting Policy for Canada set out in section 3 of the Broadcasting Act. The Directorate enhances the policy and research capabilities in Broadcasting by devoting additional resources to these areas and removing one level of management; integrate the English-language and French-language radio and television programming activities; enable us to co-ordinate the growing number of television specialty channels; and to raise the profile of both New Media and international activities to respond to developments and expectations both domestically and in the global marketplace. The Broadcasting Directorate is headed by the Executive Director, Broadcasting. The responsibilities of the Directorate are carried out by six divisions reporting to the Executive Director, Broadcasting.

♦ Broadcast Analysis

Broadcast Analysis keeps track of the programming activities of broadcast undertakings, including radio, television, specialty, pay and pay-per-view services, and the community channels. It also keeps track of who's who and what's going on in the industry and how much it all costs. Broadcast Analysis is also responsible for the processing of each broadcast application from its initial submission through to the issuance of a decision and a licence.

♦ Broadcast Distribution and Technology

Broadcast Distribution and Technology develops the policy framework for all technologies used now or to be used in the future for the distribution of broadcast programming, including cable, satellite, various wireless technologies, and telephone companies' (telco) networks. The directorate is consulted on the interpretation of existing cable policies and regulations, and for the development of regulatory approaches to "new media" services.

♦ Discretionary Services and Social Policy Branch

The Discretionary Services and Social Policy Branch deals with social and other cross-media issues and is also responsible for pay and specialty policy as well as for aboriginal broadcasting.

♦ New Media and International Branch

The New Media and International Branch recognizes the expanding role and responsibility of the Commission in the field of new media. In addition, our growing links with broadcasting regulators in other countries, our work with the International Institute of Communications, and the recognition that Canadian broadcasters are increasingly affected by the global marketplace require us to establish a focal point for coordinating our international work.

♦ Radio and Television Branch

The Radio and Television Branch is responsible for the activies related to English-language and French-language programming in radio and television.

♦ Regulatory Research Branch

The Regulatory Research Branch is responsible for consolidating our activities in research into economic industry and consumer trends affecting the broadcasting industry in Canada.

Communications Branch

The Communications Branch:

- develops and carries out all communications strategies to inform the public, media, and regulated industries;

- elaborates on our messages and put in place strategies and initiate public forums to better engage open discussions with the general public;

- works towards ensuring that the Commission's views and decisions are transmitted in user-friendly language and area accessible to all Canadians; and

- ensures that the Commission's role, mandate and vision are clear.

Finance and Corporate Services

This Branch provides financial, program planning, management and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities. It collects broadcast licence fees and helps to formulate licence fee regulations. The Branch also coordinates informatics activities throughout

the Commission, maintains a library for communications industry information in Canada and administers the Commission's records management, mail room and fleet management services. It prepares business plans and performance report and also conduct internal audits, evaluations of CRTC activities and business reengineering studies.

♦ Corporate Services, Review and Renewal

Corporate Services, Review and Renewal supports management in renewal initiatives and ensures that accountability requirements and change initiatives of the Treasury Board are met. It liaises with appropriate Branches of the Treasury Board Secretariat and the Office of the Auditor General. The Corporates Services Division coordinates the execution of a variety of special and ongoing corporate activities such as the preparation of business plans, Part III of the Main Estimates (Plans and Priorities, Performance Report), comprehensive briefs for the Chairperson's appearance at various committees of Parliament and Senate, various Management Conferences/Retreats, and corporate performance measurement systems, including Service Standards development.

The Internal Audit/Program Evaluation/Review Division performs comprehensive management and compliance audits of all operational and functional units and advises and assits management in corporate business reengineering and renewal initiatives. The Division also evaluates the CRTC's regulatory activities with respect to broadcasting and telecommunications services to assess whether the intended regulatory results are achieved, and identifies and evaluates ways in which these results might be achieved more efficiently and effectively.

Human Resources, Official Languages and Security

Human Resources is responsible for assisting the Commission to conduct its activities by advising managers and employees, executing decisions and delivering services relating to employees of the CRTC. Many of these services are governed by public service-related acts, including the Public Service Employment Act, the Public Service Staff Relations Act, Financial Administration Act, Canadian Human Rights Act, the Employment Equity Act and the Official Languages Act.

Legal Directorate

The Legal Directorate is responsible for providing the Commission and its Chairperson with legal services and advice respecting the implementation and interpretation of broadcasting, telecommunications and other related legislations. The Legal Directorate:

- advises the Commission and its Chairperson on the CRTC Act, the Broadcasting Act and Telecommunications Act, as well as statutory instruments such as regulations and Rules of Procedure made pursuant to these Acts, related federal and provincial legislation, and conflict of interest rules and guidelines;
- conducts questioning at public hearings and represents the CRTC during legal proceedings;
- provides advice on applications, procedural matters and the legal implications of policies formulated to further Commission objectives.
- deals with complaints received by the Commission alleging violations of statutes or regulations;
- develops amendments to regulations; and
- maintains a law library.

Secretariat and Client Services Branch

Secretariat and Client Services Sector:

- provides secretariat support to committee activities of the Commission.
- coordinates the Commission's Vision agenda management, and public hearing schedule.
- directs the Commission's regional offices, including all the public examination rooms.
- responds to requests under the Access to Information Act and the Privacy Act.
- drafts Commission decisions on all broadcasting applications.
- issues all broadcasting and telecom notices, decisions and orders.
- responds to requests for general information and handles telephone inquiries and complaints on broadcasting and telecommunications issues.
- responds to public inquiries and written complaints.
- provides liaison with self-regulatory councils.

♦ Regional offices

Our representatives located in Vancouver, Winnipeg, Montreal and Halifax explain the Commission's mandate, policies and decisions to the public, industry, special interest groups, governments and the media. They also deal with complaints and inquiries from the public and other interested parties and provide regional feedback to headquarters on a variety of issues, including regional concerns and licensee performance and maintain a public examination room and research facilities on broadcasting and telecommunications items.

Telecommunications Directorate

The Telecommunications Directorate develops advice and recommendations to the Commission to ensure the implementation of Canadian telecommunications objectives set out in the Telecommunications Act and to ensure that Canadian carriers provide telecommunications

services and charge rates on terms that are just and reasonable, and do not unjustly discriminate or provide an unreasonable preference toward any person. The responsibilities of the Telecommunications Directorate are carried out under two branches reporting to the Executive Director.

♦ Telecommunications: Competition, Consumer & Tariff Policy

Competition, Consumer & Tariff Policy is responsible for the review of complex policy issues, usually Commission initiatives or priorities that cross a number of sectors/programs, including matters of competition, economics and technology respecting telecommunications carriers under the Commission's jurisdiction. It also assesses the rates, terms and conditions of tariffed services offered by the regulated telecommunications companies. It also plans and coordinates telecommunications staff agendas, receives and schedules applications, advises applicants on proper procedure, and formulates, drafts and edits public notices, orders and decisions issued by the Commission. The Branch is also responsible for analysis and advice to the Commission on the rates and costs of tariffed services, for the resolution of complaints and inquiries from subscribers and competitors of the federally-regulated carriers and for liaison with the independent telephone companies.

♦ Telecommunications: Financial Analysis Branch

Financial analysis provides analysis and advice on all aspects of rate regulation, including access (contribution) charges paid by competition in the long distance market, reviewers the intercorporate activities of the telephone companies and their accounting practices, and reviews carrier's activities. These responsibilities are carried out by three groups.

Information Holdings

Program Records

Applications (Existing Licences) – Broadcasting
Description: Information contained in applications for the amendment or renewal of AM, FM (Campus, Community, Native and Ethnic Radio), TV, Cable, Pay and Specialty Services licences, as well as information contained in any other applications for required Commission authorizations in respect of broadcasting licences. ***Topics:*** Ownership, financial, programming and other operational information. ***Access:*** Files arranged by type; AM, FM (Campus, Community, Native and Ethnic Radio), TV by call sign, cable in numerical order and other systems in alphanumeric order. ***Program Record Number:*** CRT BRO 185

Applications (New Licences) – Broadcasting
Description: Information contained in new applications for obtaining a broadcasting licence, as well as information by the Commission for authorization of broadcasting licences. ***Topics:*** Ownership, financial, programming and other operational information. ***Access:*** Files arranged in numeric order. ***Program Record Number:*** CRT BRO 190

Audience Data
Description: Comprehensive audience information containing: 1) the Bureau of Broadcast Measurement's (BBM) Fall (four week) and Spring (three week) diary-based surveys for all television viewing in Canada and; 2) the Bureau of Broadcast Measurement's (BBM) Fall and Spring multi-week diary-based surveys for all Radio listening in Canada. ***Topics:*** Audience and programming information by licensee. Computerized Stand Alone Database Access is restricted internally. Contractual agreement permits dissemination of data and analysis only to federal departments and regulatory agencies – no Crown Corporations). ***Program Record Number:*** CRT BRO 210

Broadcasting Policy
Description: Information on a range of broadcasting policy matters, including correspondence, documents, studies, etc. involving the Commission, individuals, industry organizations, interest groups, governments and licensees. ***Topics:*** Advertising to children, gender portrayal, Canadian content, Canadian talent development, French vocal music, open line shows, political broadcasting, religious broadcasting, satellite services, violence on television and others. ***Program Record Number:*** CRT BRO 215

Broadcasting Profile
Description: General information relating to individuals and type of undertaking (AM, FM, TV, Specialty) or companies authorized to operate broadcasting undertakings in Canada. ***Topics:*** Call sign; licensee name; band; format; address and telephone number; region; language; frequency; power of transmission; system number; licensee number; origination; affiliation; market; class; expiry date. ***Access:*** Files arranged by service. ***Program Record Number:*** CRT BRO 165

Canadian Program Recognition
Description: Information on programs that have been certified as Canadian content. ***Topics:*** Program title, duration, production data, type of recognition (Canadian, special recognition, dubbing of a foreign production done in Canada). ***Access:*** Files arranged in alphanumeric order by company name or applicant name. Computerized data base accessible by title or by Canadian Program Recognition identifier. An updated list of the files is available. An updated list of Canadian Program Recognition Numbers produced by the Broadcast Analysis Directorate is also available on our Internet site

(www.crtc.gc.ca). ***Storage Medium:*** Computer media and hardcopy. ***Program Record Number:*** CRT BRO 180

Commission Proceedings
Description: Information on Commission proceedings dealing with broadcasting and telecommunications matters. ***Topics:*** Public notices; decisions; circular letters; telecommunications orders; and public hearing transcripts. ***Access:*** Files arranged by date, and location of public hearing. ***Storage Medium:*** Public hearing transcripts available on microfilm (1968-1981), audio tape (2-year retention period), and hardcopy, as well as on computer media. ***Program Record Number:*** CRT SEC 080

Corporate Interventions
Description: Information necessary to register, code and track all interventions and comments filed with the Commission for the purpose of supporting or opposing or commenting on a broadcasting application, or in response to a broadcasting policy public notice. Further, information that may be simultaneously relevant to a number of different hearings and /or notices is retained. ***Topics:*** Name, address and telephone number of intervener (or agent); text of intervention; and related correspondence. ***Access:*** Computerized database can be accessed by applicant name, name or number of intervener or by using the interventions index. ***Storage Medium:*** Records are maintained for fifteen years except for books which are retained for two years. Files prior to 1996 are arranged by call sign in alphanumeric order for each broadcasting undertaking. Books with copies of interventions are arranged by date and location of public hearing and applicant name. Access to this information is restricted prior to publication of a Notice of Public Hearing or Call For Comments in the Canada Gazette. After publication, all broadcasting interventions are available for viewing at the CRTC's Public Examination Room. ***Program Record Number:*** CRT BRO 220

Correspondence – Broadcasting, Telecommunications, General Complaints and Inquiries
Description: Correspondence from the public, licensees and other interested parties on any matter under the Commission's jurisdiction, not including interventions and comments related to applications or policy proceedings. Computerized database registers, tracks and reports on correspondence from receipt to completion. ***Topics:*** Complaints and inquiries concerning program content and scheduling, advertising, channel line-ups, cable rates, telephone tariffs and agreements, quality of service, terms of service. ***Access:*** Computerized database allows extensive search and reporting capabilities. ***Program Record Number:*** CRT EXE 100

Decision Text Retrieval
Description: The complete text of every broadcasting decision and public notice rendered by the CRTC from 1984 to the present. Records of decisions related to applications include abstracts where appropriate. The information bank is available at the Head office, updated to the end of previous day; distributed to the Regional Offices on a weekly basis, and updated to the end of the previous day on Internet (http://www.crtc.gc.ca). ***Topics:*** Broadcast Decisions, Public Notices and Notices of Public Hearings in Canada since 1984. ***Storage Medium:*** On a quarterly basis, the information bank is archived to a CDROM laser disk and available for sale to the public through the auspices of the Public Works Government Services Canada, Publishing Bureau (CEDROM-SNI) (514-278-6060). ***Program Record Number:*** CRTBRO 055

Financial Data (Broadcasting)
Description: Information gathered from the Statistics Canada Annual Return for Television or Radio Programming Undertaking(s), including Networks, and for Distribution Undertakings. It is augmented by the CRTC Annual Return Supplement (a survey of rate-regulated cable systems, pay television and specialty services annual returns). The Annual Return and CRTC supplement are filed by November 30 of each year in compliance with CRTC Regulations. ***Topics:*** 1) Financial Returns, of which (i) Cable Annual Returns are available to the public; (ii) Radio Annual Returns are protected information and not available to the public; (iii) Television Annual Returns are protected information and not available to the public; and (iv) Most of the data fields on Pay Television and Specialty Programming Service Annual Returns are available to the public; 2) CRTC Fixed Asset Schedules, which provide a historical summary of a cable licensee's fixed assets (for regulated activities only), and are available to the public; 3) Corporate Returns, of which (i) Cable Financial Statements are available to the public; (ii) Radio Financial Statements are protected information and not available to the public; (iii) Television Financial Statements are protected information and not available to the public; and (iv) Most of the data fields on Pay television and Special Programming Services Financial Statements are available to the public. Access to records is restricted to the CRTC, Heritage Canada and Statistics Canada. ***Storage Medium:*** Hardcopy records are retained for twelve years, as opposed to six years for computerized records then destroyed by the CRTC. ***Program Record Number:*** CRT BRO 225

Legal Correspondence and Advice
Description: The Legal Directorate's file management, legal opinions and correspondence systems. Information prepared and/or received by the Legal Directorate with respect to broadcasting, telecommunications and general matters of a legal nature. ***Topics:*** Correspondence and legal opinions with respect to legal advice given to the Commission. Access is limited internally to Counsel from the Commission's Legal Directorate, and Commission staff upon request and approval of responsible lawyer. ***Program Record Number:*** CRT EXE 105

Licensing Application Support
Description: Information bank regarding the processing status of all broadcasting applications submitted to the CRTC, from receipt to disposition. The database also contains information regarding all broadcast decisions related to specific applications. ***Topics:*** Broadcasting applications. ***Storage Medium:*** Computerized and hardcopy records are arranged as follows: radio by type: AM, FM (campus, community, ethnic, native, religious, etc.); television by type and call sign, specialty programming services, pay television; cable television and all other systems (e.g., multipoint distribution systems [MDS] and video-on-demand [VOD]) in alphanumeric order. Records are maintained for fifteen years, then destroyed by the CRTC. ***Program Record Number:*** CRT BRO 230

Mapping Data
Description: Information that permits the computerized (geographical) mapping of service areas of all broadcasting undertakings in Canada. ***Topics:*** Service areas, demographics, cable signal carriage, cable rates and number of subscribers. Access to the stand-alone computerized database is limited internally. Contractual agreement with data providers prohibits dissemination of data and analysis. ***Program Record Number:*** CRT BRO 235

Ownership System
Description: Information on the ownership and control structure for each Canadian broadcast undertaking (radio, television, cable television, specialty, pay television, direct-to-home, video-on-demand, etc.) and its related holdings in any distribution, production, film, publication, print, multimedia and communications ventures. Current information retained until superseded. ***Topics:*** Principal shareholders and holdings, administrators and executive functions including control; details of multiple ownership holdings; and securities. ***Access:*** Files arranged by company name including holding companies. Computerized database accessed by owner or corporate name with full cross-indexing. ***Program Record Number:*** CRT BRO 025

Radio -- Canadian Talent Development Contribution
Description: Canadian talent development contribution commitments for radio broadcasters in Canada. ***Topics:*** Commitments by call signs, by province, by region, by ownership; national statistics. ***Access:*** Files arranged by company name in alphanumeric order. ***Program Record Number:*** CRT BRO 170

Radio Assessment of Programming
Description: Information gathered from the logger tapes created by Canadian radio stations, including the collection of popular music data based on popular trade magazines. ***Topics:*** Canadian radio station logger tapes. Online on local access network. Access is limited internally. ***Program Record Number:*** CRT BRO 240

Signal Carriage/Mediastats
Description: Information regarding cable television undertakings in Canada and the signals they are authorized to distribute. ***Topics:*** Demographics, signals carried, rates, subscribers. Computerized Stand Alone Database and Manual Information System. Access is limited internally. Contractual agreement prohibits dissemination of either data or analysis. ***Program Record Number:*** CRT BRO 195

Statistical Information
Description: Information on all aspects of broadcasting and telecommunications in Canada. ***Topics:*** AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics. ***Program Record Number:*** CRT BRO 085

Technical Data
Description: Information concerning the operations and technical parameters of Canadian radio and television undertakings, including border area, United States FM radio and television operations, and listings of unused Canadian frequency allotments. ***Topics:*** Call signs, power and location of transmitters, signal interference, frequency allotments and other relevant engineering information. ***Access:*** Computerized and hardcopy records are arranged by location, licensee or applicant name. ***Program Record Number:*** CRT BRO 245

Telecommunications Applications Tracking
Description: Information that records, monitors and provides status on telecommunications applications filed with the Commission. ***Topics:*** Agreements, tariff applications by federally-regulated carriers, rates, new tariff items and revisions, interrogatories, exhibits, statistical reports and tariff committee agendas. ***Access:*** Computerized and hardcopy files are arranged by applicant, subject, tariff number, and Public Notice or final Decision numbers, respectively. ***Program Record Number:*** CRT TEL 145

Telecommunications Interventions and Comments
Description: Information that registers, codes and tracks all Telecommunications interventions or comments filed with Commission. ***Topics:*** Telecommunications interventions, comments and application types by various search combinations. Online internal access to local area network. ***Program Record Number:*** CRT TEL 150

Telecommunications Text Retrieval
Description: Complete texts of all telecommunications decisions and public notices as of 1985. ***Topics:*** Telecommunications Decisions, Public Notices, Tax Orders, Cost Orders, Orders, Letter Decisions and Erata since 1985. Computerized database is updated to the end of the previous day and is made available to the public by the CRTC at the Commission's Library and Documentation Centre (head office), via Internet

(http://www.crtc.gc.ca), and on a CD-ROM reader at all CRTC Regional Offices. ***Access:*** Hardcopy files are arranged by decision or public notice numbers, respectively. The computerized database has full text search. ***Program Record Number:*** CRT TEL 140

Television Programming
Description: Information bank that allows the CRTC to monitor the compliance and performance of Canadian television undertakings over the course of their licence term. ***Topics:*** TV, pay television and specialty services logs, Canadian content, conditions of licence and expectations. Online on local and wide area networks. Access is limited internally. ***Program Record Number:*** CRT BRO 250

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access Request Data Bank
Description: This bank contains the access request forms sent by individuals, the replies to such requests and information related to their processing. ***Class of Individuals:*** Members of the public who have made access requests to the Commission. ***Purpose:*** The bank is used for processing access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 001820 ***Bank Number:*** CRT PPU 060

Annual Returns – Broadcasting
Description: This bank contains financial information on individuals and/or companies authorized under the Broadcasting Act to own and operate broadcasting undertakings in Canada. ***Class of Individuals:*** Members of the public who have a financial interest in a broadcasting undertaking. ***Purpose:*** For use in the preparation of financial analysis comments for the various public hearings held across the country with respect to the granting of licences for broadcasting undertakings; compiling and analyzing data on the broadcasting industry such as growth trends and industry performance; the assessment of annual licence fees to be paid by the licensees. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are retained for twelve years and then destroyed. ***PAC Number:*** 82-037 ***TBS Registration:*** 003716 ***Bank Number:*** CRT PPU 015

Applicants File – Broadcasting
Description: This bank contains information on the identification of applicants for broadcasting licences, investment (equity and/or securities) held by an applicant in a broadcasting undertaking and any other holdings, as well as explanations of the organization, service information, capital costs and facilities and financial operations information. ***Class of Individuals:*** Members of the public who are part of an application filed for a broadcasting licence. ***Purpose:*** To provide information on individuals and/or companies, partnerships, and individuals doing business under a registered name, relative to obtaining, renewing and amending a licence for a broadcasting undertaking in order to process the application. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are retained for fifteen years and then destroyed. ***PAC Number:*** 91-021 ***TBS Registration:*** 003718 ***Bank Number:*** CRT PPU 035

Broadcast Correspondence Files
Description: This bank contains comments, enquiries and complaints covering a wide range of topics, most of which are related to the Broadcasting Act and regulations under the Act. ***Class of Individuals:*** Members of the general public who wish to submit comments, enquiries and complaints to the Commission and broadcasting licensees. ***Purpose:*** The purpose of this bank is to

maintain a record of correspondence with licensees, including AM and FM radio, television, cable, specialty services and pay television concerning programming matters such as logs, tape recordings of programs, commercials and Canadian content issues. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are retained for fifteen years and then destroyed. ***Note:*** This bank will be integrated into Complaints and Representation File Bank in the next edition of Info Source. ***PAC Number:*** 91-021 ***TBS Registration:*** 003723 ***Bank Number:*** CRT PPU 020

Complaints and Representation File
Description: This bank contains the name, address, as well as other personal details provided, of the person or agent, if any, lodging a complaint or wishing to make a representation to the Commission on any matter within its jurisdiction, as well as details on the nature of the complaint or representation. ***Class of Individuals:*** Members of the general public who file a complaint or make enquiries to the Commission and broadcasting licensees. ***Purpose:*** To maintain a record of any person who wishes to lodge a complaint with or make any representation to the Commission with respect to any matter that is not directed to any application before the Commission. Copies of many of the complaints are placed on a file available for examination by the public. ***Consistent Uses:*** None ***Retention and Disposal Standards:*** Records are retained for fifteen years and then destroyed. ***Note:*** This bank will be combined with Broadcast Correspondence File next year. ***PAC Number:*** 91-021 ***TBS Registration:*** 003722 ***Bank Number:*** CRT PPU 005

Complaints, Inquiries and Briefs – Telecommunications
Description: This bank contains all information relevant to the submission, processing, investigation and disposition of complaints and inquiries from customers or users of telecommunications services furnished by the telecommunications companies under the Commission's jurisdiction. The bank contains all correspondence between the Commission and the telecommunications company against which the complaint or inquiry is directed on such matters as quality of service, rates and charges, credit and collection practices. ***Class of Individuals:*** Members of the general public who submit complaints or enquiries to the Commission. ***Purpose:*** To maintain a depository for case files on telecommunications complaints and inquiries for the purpose of resolving disputes or responding to inquiries. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are retained for ten years and then destroyed. ***PAC Number:*** 85-002 ***TBS Registration:*** 003717 ***Bank Number:*** CRT PPU 025

Interveners File – Broadcasting
Description: This bank contains personal information such as the name, address and telephone number of persons who are interested in a specific application and who have filed with the Commission an intervention for the purpose of supporting, opposing or modifying an application. ***Class of Individuals:*** Members of the general public who file an intervention in opposition or support of an application for a broadcasting licence ***Purpose:*** To maintain a record of those individuals who intervene on behalf of an application before the Commission to be used in the decision-making process. Interventions are public documents and are retained on a file available for examination by the public. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are retained for fifteen years and then destroyed. ***PAC Number:*** 91-021 ***TBS Registration:*** 003719 ***Bank Number:*** CRT PPU 040

Legal Directorate
Description: A record of prosecutions and investigations conducted by the Legal Directorate, as well as some of the material upon which such prosecutions and investigations were contemplated or carried out. It also provides a record of cases in which the Commission is involved an some other material relevant to such cases. ***Class of Individuals:*** Counsel of the Legal Directorate of the Commission and counsel from other departments or private firms. ***Purpose:*** To provide a record of legal opinions and advice given to the Commission by the Legal Directorate and other sources and to retain some of the material upon which such advice was given. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** In process. ***PAC Number:*** In progress. ***TBS Registration:*** 003720 ***Bank Number:*** CRT PPU 045

Ownership Profiles – Broadcasting
Description: This file contains the name of the individual ownership shareholding, together with the location and type of undertaking (cable, AM, FM or TV) of those individuals authorized under the Broadcasting Act to own and operate broadcasting undertakings in Canada. ***Class of Individuals:*** Members of the public who have shares in a broadcasting undertaking. ***Purpose:*** For use in the preparation of ownership comments for the various public hearings held across the country with respect to the granting of licences for broadcasting undertakings. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Records are retained for fifteen years and then destroyed. ***PAC Number:*** 91-021 ***TBS Registration:*** 003715 ***Bank Number:*** CRT PPU 010

Personal Service Contracts
Description: A record of individuals who have been engaged under contract by the Commission. It contains basic data such as social insurance number, educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. ***Class of Individuals:*** Members or the public who are eligible for personal service contracts. ***Purpose:*** To maintain a record to determine taxable income and to issue the T-4 Supplementary for income tax purposes and as source data for personnel required to carry out special studies from time to time. ***Consistent Uses:*** None. ***Retention***

and Disposal Standards: Files are retained for six fiscal years and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 003721 ***Bank Number:*** CRT PPU 050

Manuals

- Access to Information and Privacy Procedures Manual
- Deployment Policy
- File Classification Manual
- Licensing Procedures Manual
- Security Policy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for information under these Acts may be directed to the CRTC's Access to Information and Privary Coordinator at (819) 994-5366.

Comments, complaints and general inquiries may be directed to CRTC Headquarters or to any of the Regional Offices, in person, by telephone or in writing, at:

Headquarters

CRTC Public Affairs
Ottawa, Ontario
K1A ON2
General and Broadcasting Complaints and Inquiries:
(819) 997-0313

Telecommunications Complaints and Inquiries:
(819) 997-0272
TDD: (819) 994-0423
Fax: (819) 994-0218
E-Mail address: info@crtc.gc.ca

Atlantic Region

Bank of Commerce Building
1809 Barrington Street, Suite 1007
Halifax, Nova Scotia
B3J 3K8
Tel: (902) 426-7997
TDD: (902) 426-6997
Fax: (902) 426-2721

Midwest Region

Kensington Building
275 Portage Avenue, Suite 810
Winnipeg, Manitoba
R3B 2B3
Tel: (204) 983-6306
TDD: (204) 983-8274
Fax: (204) 983-6317

Pacific Region

530 – 580 Hornby Street
Vancouver, British Columbia
V6C 3B6
Tel: (604) 666-2111
TDD: (604) 666-0778
Fax: (604) 666-8322

Quebec Region

Place Montreal Trust
1800 McGill College Avenue, Suite 1920
Montréal, Québec
H3A 3J6
Tel: (514) 283-6607
TDD: (514) 283-8316
Fax: (514) 283-3689

General Information on the CRTC, including daily releases, governing legislation and regulations, fact sheets on various topics and speeches, may be accessed on Internet at http://www.crtc.gc.ca

Please note: We now accept electronically filed interventions on specific applications or proposed policies issued by the CRTC. e-mail address:
Telecommunications: public.telecom@crtc.gc.ca
Broadcasting: public.broadcasting@crtc.gc.ca

If you wish to comment on these, write to the Secretary General, CRTC, Ottawa ON K1A ON2 or send us a fax at:
(819) 994-0218 – broadcasting
(819) 953-0795 – telecommunications

Other information services:

Library & Documentation Centre, 2nd Floor
1 Promenade du Portage
Central Building, 2nd Floor
Terrasses de la Chaudière
Hull, Quebec
Tel: (819) 997-4484
Fax: (819) 994-6337
E-Mail Address: library@crtc.gc.ca
Business Hours: Monday – Friday 08:30 – 16:30
(wheelchair accessible)

For examination of applications, public hearing documentation, interventions and complaints files:
Public Examination Room, 2nd floor
1 Promenade du Portage
Central Building, 2nd Floor
Terrasses de la Chaudière
Hull, Quebec

Tel: (819) 996-2429

Documentation Centre
55 St. Clair Avenue East
Suite 624
Toronto, Ontario

Tel.: 1-877-249-2782 (Toll Free)

Reading Room

National Capital Region

The Commission's Public Examination Room and Regional Offices have been designated under the Access to Information Act as public reading rooms.

Canadian Security Intelligence Service
Chapter 36

General Information

Background
The Canadian Security Intelligence Service (CSIS) has operated pursuant to the Canadian Security Intelligence Service Act, since its inception in 1984.

Responsibilities
CSIS collects, analyzes and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (in accordance with section 13 of the CSIS Act and government security policy) and may provide security assessments to the government of a province or any department thereof, any police force in a province, and to the government of a foreign state or institution thereof or an international organization of states or institutions thereof when a security clearance is a required condition of employment. As well, CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities that is relevant to the exercise of any power or the performance of any duty or function by that Minister under the Citizenship Act or the Immigration Act. It may also conduct such investigations as are necessary in order to provide security assessments or advice to Ministers.

Further, CSIS may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Minister of Foreign Affairs and International Trade, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

Legislation
- Canadian Security Intelligence Service Act

Organization
The Director, under the direction of the Minister, has the control and management of CSIS and all matters connected therewith. The Assistant Director, Secretariat has the responsibility to support the activities of the Director and senior management. The Deputy Director Corporate has general responsibility for information management, internal security, management services, technical and scientific services. The Deputy Director Operations has responsibility for foreign liaison, human sources, operational support and the regional offices. The Assistant Director Operations reports to the Deputy Director Operations regarding the counter-terrorism, counter-intelligence, security screening, analysis and production programs. The Deputy Director Human Resources has overall responsibility for human resource programs.

Information Holdings

Program Records

Corporate
Description: Information relating to information management, internal security, management services, technical and scientific services. ***Topics:*** Activities relating to policy, planning and coordination of matters prepared for the Director and senior management, including the development and maintenance of CSIS policy manuals, directives and external agreements; activities related to the management of information holdings; activities related to the security of information, personnel, facilities and other classified assets; and activities related to the development of security related equipment. ***Access:*** By subject matter. ***Storage Medium:*** Hardcopy and/or EDP systems. ***Program Record Number:*** SIS DDS 040

Human Resources
Description: Information relating to planning, organizing and coordination of the personnel services program. ***Topics***:Activities relating to recruiting, staffing, classification, training and development, compensation and benefits, staff relations, official languages, employment equity and multiculturalism, career portfolio management, health services, employee assistance, occupational safety and health, and the employees' association. ***Access:*** By subject matter. ***Storage Medium:*** Hardcopy, EDP and/or microfiche. ***Program Record Number:*** SIS DDS 050

Operations
Description: Information relating to counter-terrorism and counter-intelligence programs, and regional operational activities in respect to these programs; information relating to the identification and development of the government's operational requirements, the results and evaluations; information relating to intelligence analysis and production, operational support, human sources and the security screening programs. Public safety is the primary requirement. ***Topics:*** Activities

relating to organizations and groups engaged in past, current and projected threats to the security of Canada as defined in the CSIS Act; briefly, activities relating to espionage or sabotage that is against or is detrimental to the interests of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interests of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information relating to disclosures of information to authorized recipients under Section 19 of the CSIS Act, including the coordination of CSIS responses to government institutions requesting assistance in preparing threat or risk assessments; activities relating to the maintenance of overall control and accountability for special operations involving the execution of powers under a federal court warrant; activities relating to the management of human sources; activities supporting the government's security clearance program, and activities supporting the government's citizenship and immigration programs. ***Access:*** By subject matter. ***Storage Medium:*** Hardcopy, microfiche and/or EDP systems. ***Program Record Number:*** SIS DDS 010

Secretariat

Description: Information relating to legislative affairs, ministerial relations and Parliamentary liaison, internal review committees, communications, and the Access to Information and Privacy Act (ATIP) program. ***Topics:*** Activities relating to liaison with the Security Intelligence Review Committee, the Office of the Inspector General, Parliamentary committees or commissions, the target authority and warrant review committee; CSIS meetings held internally, interdepartmentally and internationally; ministerial correspondence, including housebook cards; media and public relations; disclosures/policy related to the administration of the ATIP program. ***Access:*** By subject matter. ***Storage:*** Hardcopy and/or EDP systems. ***Program Record Number:*** SIS DDS 045

Personal Information Banks

Access Request Records

Description: This bank contains personal information on individuals who have submitted a formal request under the Privacy Act or Access to Information Act for access to information originally obtained or prepared by CSIS. Documents include access and correction requests, notations, consultations with other government institutions or third parties; exemptions, exclusions, disclosures, complaints, documents prepared for Court, and other documents pertaining to the processing of the request. ***Class:*** Individuals or authorized agents who have submitted a "Personal Information Request Form" or an "Access to Information Request Form" to a federal or provincial institution. ***Purpose:*** To process Personal Information Request Forms and requests under the Access to Information Act. ***Consistent Uses:*** Personal information may be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes and to meet its legal reporting requirements. ***Retention and Disposal Standards:*** As a requirement of the Privacy Act Regulations, information is retained until all avenues of legal appeal have been exhausted with a minimum retention of two years. ***PAC Number:*** 85-001 ***TBS Registration:*** 001681 ***Bank Number:*** SIS PPU 020

Canadian Security Intelligence Service Investigational Records

Description: This bank contains personal information on identifiable individuals whose activities are suspected of constituting threats to the security of Canada; on identifiable individuals who are or were being managed as confidential sources of information; on identifiable individuals no longer investigated by CSIS but whose activities did constitute threats to the security of Canada and which still meet the collection criteria stipulated in section 12 of the CSIS Act, and on identifiable individuals the investigation of whom relate to the conduct of international affairs, the defence of Canada or any state allied or associated with Canada or the detection, prevention or suppression of subversive or hostile activities. Exempt Bank Status: This bank has been designated as an exempt bank by Order-in-Council No.14 (CSIS) dated 26 November 1992. ***Class of Individuals:*** Individuals suspected of espionage or sabotage against Canada or the interests of Canada; individuals involved in foreign influenced activities within or relating to Canada that are clandestine or deceptive or involve a threat to any person; individuals involved in activities within or related to Canada directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or individuals whose activities are directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada; or any other activities described in the definition of "threats to the security of Canada" at section 2 of the CSIS Act; individuals identified relating to a national security concern, the defence of Canada or the conduct of the international affairs of Canada; and individuals who are confidential sources of information. ***Purpose:*** Collected under section 12 of the CSIS Act with respect to threats to the security of Canada; under section 15 concerning the collection of information for the purpose of providing advice pursuant to section 14; and under section 16 concerning the collection of information or intelligence relating to the capabilities, intentions or activities of foreign states and certain persons. ***Consistent Uses:*** CSIS may only disclose information it

obtains if it does so in accordance with the controls of subsection 19(2) of the CSIS Act. First, it may disclose information for the purposes of the performance of its duties and functions under the CSIS Act or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report, and give advice, thereto in relation to activities suspected of constituting threats to the security of Canada. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and Attorney General, to the Minister of Foreign Affairs and International Trade and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to section 13 and 14 of the CSIS Act, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the Citizenship Act or Immigration Act. Personal information may also be disclosed to the Inspector General and the Security Intelligence Review Committee. All linkages are in compliance with Privacy Act provisions. Information in this bank may also be used for audit, research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank may be retained from two years to twenty years after the last action, subject to the retention and disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. ***PAC Number:*** 82-013 ***TBS Registration:*** 002872 ***Bank Number:*** SIS PPU 045

Canadian Security Intelligence Service Records
Description: This bank consists of information on individuals who came to the attention of the former RCMP Security Service while carrying out its responsibilities pertaining to informing the government of national security concerns. This bank may also contain information on individuals who incidentally came to the attention of CSIS as a result of carrying out its mandate under section 12 and/or section 16 of the CSIS Act, and on individuals related to the conduct of international affairs, the defence of Canada or any state allied or associated with Canada, or the detection, prevention of subversive or hostile activities. This bank may contain information on individuals mentioned in reports related to probable unauthorized disclosure of, or unauthorized access to, classified information or assets. ***Class:*** Defectors, human sources or individuals, the nature of whose actions or activities caught the attention of CSIS or of its predecessor, the former RCMP Security Service; individuals suspected of espionage or sabotage against Canada or the interests of Canada; individuals involved in foreign influenced activities within or relating to Canada that were clandestine or deceptive or involved a threat to any person; individuals involved in activities within Canada that were directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or individuals whose activities that were directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada; individuals, other than Canadians or permanent residents, whose capabilities, intentions or activities regarding the defence of Canada or the conduct of international affairs are inimical to the interests of Canada. ***Purpose:*** Collected or obtained by CSIS or the former RCMP Security Service and retained by CSIS under section 12 concerning threats to the security of Canada or under sections 15 or 16 concerning the collection of information relating to the capabilities, intentions or activities of foreign states and certain persons. ***Consistent Uses:*** CSIS may only disclose information if it does so in accordance with the controls of subsection 19(2) of the CSIS Act. First, it may disclose information for the purposes of the performance of its duties and functions under the CSIS Act or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report and give advice to the government regarding activities suspected of constituting threats to the security of Canada. Secondly, where the information in the Service's possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then the information may be disclosed to the appropriate police officials and to the Attorney General, the Minister of Foreign Affairs and International Trade, and the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential to the public interest, and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to sections 13 and 14 of the CSIS Act, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the Citizenship Act or the Immigration Act. Information in this bank may also be used to assist foreign and domestic agencies, on request, through agreements established under section 17 of the CSIS Act. (See Classes of Personal Information at the end of this Chapter) Personal information may also be disclosed to the Inspector General and to the Security Intelligence Review Committee. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. All linkages are in compliance with the

provisions of the Privacy Act. This information may also be used for audit, research, planning, evaluation and statistical purposes. ***Retention and Dsposal Standards:*** Information in this bank is under continuous review and files are disposed of in accordance with the retention and disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. ***PAC Number:*** 82-013 ***TBS Registration***: 000837 ***Bank Number***: SIS PPU 015

Complaints Against CSIS or Its Employees
Description: This bank contains complaints communicated to CSIS, the Security Intelligence Review Committee (SIRC) or the Office of the Solicitor General of Canada against CSIS or its employees, and any record generated to resolve such complaints that is under CSIS control. In addition to the requirements indicated on the Personal Information Request form, individuals must provide the location where the complaint was reported and the nature of the complaint to retrieve the information of interest for processing. ***Class of Individuals:*** Individuals involved in complaints against CSIS or its employees. ***Purpose:*** To determine the validity of complaints and to record any corrective measures taken, including recommendations for disciplinary or misconduct proceedings. ***Consistent Uses:*** Used in disciplinary and misconduct processes under the CSIS Act. The SIRC or the Inspector General may also use information in this bank to conduct investigations of CSIS. Information in this bank may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** A minimum of two years after the last documentation on the individual complaint file. However, letters of complaint may be destroyed after one year. ***TBS Registration:*** 002762 ***Bank Number:*** SIS PPU 035

CSIS Candidates
Description: This personal information bank contains recruitment documents or applications for employment with CSIS and any related correspondence. This bank may also contain personnel or staffing interviews, polygraph tests, psychological tests, test results, analysts' reports and security assessment advice. Please note that disclosure of psychological and polygraph tests are achieved through your personal examination of the test(s) in the presence of a designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests. ***Class of Individuals:*** Potential CSIS candidates. ***Purpose:*** To meet the administrative and/or operational needs of CSIS. ***Consistent Uses:*** Information may be transferred to an employee bank if the individual is offered and accepts employment. The candidate's skills may be assessed and, if deemed suitable, may be invited to serve in a capacity other than the position or level of initial interest. Some information in this bank may be used to verify attempts to inflitrate CSIS. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Retained a minimum of two years. However, unsolicited applications are destroyed after six months. ***PAC Number*** 78-001 ***TBS Registration*** 000839 ***Bank Number:*** SIS PPU 025

Post Contract Evaluation
Description: This bank contains information relating to suppliers providing a variety of goods and services including EDP hardware, software and consulting support; technical equipment; general property management. This bank contains names, addresses, telephone numbers, supplier capabilities, and post contract evaluations that include quality of goods and services, timeliness, management, security and safety in contract performance. ***Class of Individuals***: Suppliers of goods and services. ***Purpose:*** To determine whether or not to consider suppliers of goods and services for a potential contract. ***Consistent Uses:*** This information is used to evaluate supplier's contract performance for the purpose of determining whether or not to consider certain suppliers for the provision of goods and/or services. Information in this bank may also be used as a source of information in respect to the CSIS 'Self Protection Activity' bank or the 'Security and Integrity of Government Property, Personnel and Assets' bank. ***Retention and Disposal Standards:*** The records in this bank are retained for a period of six years, and then disposed of in accordance with the schedule approved by the National Archivist. ***PAC Number:*** 86-001 ***TBS Registration:*** 004036 ***Bank Number:*** SIS PPU 060.

Security and Integrity of Government Property, Personnel and Assets
Description: This bank contains personal information on individuals in contact with CSIS whose actions have raised concern about the security and integrity of government property, personnel or assets. This bank may contain letters, notes, facsimile copies, contact reports and related correspondence, and access control data or examination results of telephone use that has been used in a decision-making process. ***Class of Individuals:*** Individuals of concern regarding the security and integrity of government property, personnel or assets and CSIS employees who were the object of such actions. ***Purpose:*** This information was compiled as an aid to internal security investigations of alleged breaches of security or in relation to the safety and integrity of government property, personnel and assets. ***Consistent Uses:*** Information may be disclosed to the accredited police agency having local jurisdiction of an incident. Information in this bank may be matched with information from other CSIS personal information banks for the purpose of preserving the security of Canada or CSIS internal security. All linkages are in compliance with the

provisions of the Privacy Act. ***Retention and Disposal Standards:*** The records in this bank are retained for a period of five years, ten years for access control data, and then disposed of in accordance with the schedule approved by the National Archivist. ***TBS Registration:*** 003632 ***Bank Number:*** SIS PPU 055.

Security Assessments/Advice

Description: This bank contains personal information on individuals who are or have been the subject of a request for a security assessment for pre-employment/employment with federal government departments and the private sector working under federal government contracts, when a security clearance is a required condition of employment. This includes information obtained during internal quality control investigations. Similar records are held in respect to security assessments required by a provincial government, a foreign state, or an international organization of states. This bank may also contain criminal records, credit bureau results, security analyses, security assessments and investigative reports, related correspondence and a notation of the level of security clearance granted. In addition, this bank may hold information on persons subject to security assessment or advice relative to the Citizenship Act or Immigration Act. ***Class of Individuals:*** Persons for whom CSIS was asked to provide a security assessment or advice for pre-employment/employment, including contract and company personnel working under federal government contracts; CSIS and CF/DND employees; individuals requiring access to internationally protected persons, VIPs and special events; individuals who would seek admittance or to remain lawfully in Canada; and individuals seeking citizenship. By virtue of the screening process, personal information may be held on individuals who are not themselves the subject of the security assessment. ***Purpose:*** Collected under section 15 of the CSIS Act to provide security assessments pursuant to section 13 or advice pursuant to section 14 of the Act. ***Consistent Uses:*** Pursuant to sections 19(2), 13 and 14 of the CSIS Act, CSIS may disclose information or may match information in the preparation of a domestic or foreign security assessment or in providing advice pertinent to the Citizenship Act or Immigration Act or where the information relates to the conduct of the international affairs of Canada, to the Secretary of State for External Affairs, or where the information is relevant to the defence of Canada, to the Minister of National Defence. It may also be used for data matching. All linkages for the purposes of conducting lawful investigations in matters which may on reasonable grounds, be suspected of constituting threats to the security of Canada and in other lawful investigations are in compliance with the provisions of the Privacy Act. In addition, information may be provided to the Inspector General and the Security Intelligence Review Committee, the Federal Court and the Supreme Court. This information may also be used for research, audit, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank may be retained from two years to twelve years from the last updating, and then disposed of subject to the Retention and Disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. ***PAC Number:*** 82-013 ***TBS Registration:*** 000835 ***Bank Number:*** SIS PPU 005

Self Protection Activity

Description: This bank contains personal information on individuals in contact with CSIS with a view of providing services directly or through contract to CSIS. The information may include the individual's name, any aliases and other personal identifiers. Under subsection 16(2) of the Privacy Act, CSIS consistently responds to all applicants in a manner that neither confirms nor denies the existence of personal information in this bank, regardless of whether or not personal information about the applicant exists in this bank. ***Class of Individuals:*** Individuals in contact with the Service. ***Purpose:*** The purposes for which the information in this bank was recorded is in support of CSIS's counter intelligence program. The information will allow CSIS to better protect itself from infiltration by hostile foreign services and others whose interests are inimical to the interests of Canada. ***Consistent Uses:*** Information in this bank may be used in support of CSIS's counter intelligence program. Information in this bank may also be used for audit purposes. ***Retention and Disposal Standards:*** Information in this bank will be retained for a minimum of ten years, and destroyed when considered to be of no further value. ***Related to:*** SIS DDS 010 ***TBS Registration:*** 003297 ***Bank Number:*** SIS PPU 050

Classes of Personal Information

In the course of carrying out the daily investigative activities and functions of the Canadian Security Intelligence Service, personal information may be accumulated such as in the security assessments and crisis management programs which are not described in the specific personal information banks. This information is not used for an administrative purpose affecting an individual, and can include names, addresses and other identifying data in a record. Such information is only retrievable if full specifics are provided concerning the subject matter. The retention period for this form of information is in accordance with the retention and disposal schedules approved by the National Archivist.

Unsolicited opinions or requests for information are received by the Service. This information is not used for an administrative purpose, other than to respond in some instances to the originator. This correspondence is stored in a file associated with the subject matter, and is disposed of in a manner authorized by the National Archivist.

Some interview clips on video cassettes purchased from the Public Service Commission are being used to help English and French speaking CSIS employees to prepare for oral interaction tests conducted as an administrative measure in support of the CSIS official languages program. The personal information in the cassettes is not being used for an administrative purpose respecting any of the individuals presented in the videos.

Under the National Archives Act, index cards and registers are required to be created on all files opened by the Service since its inception. They contain general information such as the file numbers, titles, file creation and disposition dates. These personal information holdings serve as an information management tool that is created and used to account for the opening and disposition of each file. The index cards and registers are retained for specified periods after the disposition of the information holdings itself. An individual wishing access to the general information about themself that may be contained in the index cards and registers is required to provide the file number or sufficiently specific information as to render it reasonably retrievable.

Manuals

- Administration Manual
- Human Resources Manual
- Immigration Screening Profiles Manual
- Operational Manual
- Security Policy ManualSecurity Screening Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Date and place of birth must be included in any request made under the Privacy Act to verify that it is you, and not someone else, asking for the information.

Reading Room

The Solicitor General's reading room contains records supplied by CSIS under the Access to Information Act. The address is:

Access to Information and Privacy Co-ordinator
Solicitor General Canada
1st Floor
Sir Wilfrid Laurier Building
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8

Canadian Space Agency
Chapter 37

General Information

Background
The Act of Parliament establishing the Canadian Space Agency was proclaimed into force on December 14, 1990. The Canadian Space Agency was created from divisions of the former Ministry of State for Science and Technology (MOSST), the National Research Council of Canada (NRC), the Department of Communications (DOC) and Energy Mines and Resources (EMR).

Responsibilities
The Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To achieve this, the Canadian Space Agency will promote an environment where all levels of the organization will:

- pursue excellence collectively;
- advocate a client-oriented attitude;
- support employee-oriented practices and open communications;
- commit to both empowerment and accountability;
- pledge to cooperate and to work with partners to our mutual benefit.

Legislation
- The Canadian Space Agency Act.

Organization

Core Functions

♦ **Canadian Astronaut Office**
Support the operational, scientific and technical planning and implementation of Human Space Flight; prospect, identify and negotiate flight opportunities; provide training and support to Canadian astronauts in preparation for flight assignment; raise awareness of Space Program Activities and their social and economic benefits for Canada and encourage Canadian Youth to pursue careers in science and technology.

♦ **Space Operations**
Provide an environmental test facility capable of meeting current and emerging needs of Canada's space community and the nation's space related objectives and operate the space and ground segments of the space-related assets of the CSA.

♦ **Space Science**
The mandate of this Branch is to advance the knowledge of space through science and to ensure that the space science and technology provide social and economic benefits to Canada.

♦ **Space Systems**
The Space Systems Branch conducts research and development in four key technology areas: spacecraft systems analysis, RF technology, digital technology and space systems applications.

♦ **Space Technologies**
The Space Technologies Branch is the functional centre for technical expertise within the Agency. It ensures the development of space technologies to enhance Canadian industrial competitiveness and to support Canadian space programs.

Corporate functions

♦ **Administration**
Manage the Agency's facilities and telecommunications, ensure the physical security of the Agency's facilities and assets, manage the Agency's procurement and contract management activities, manage and maintain the Agency's corporate memory physical and electronic holdings database and manage the information technology infrastructure for the Agency.

♦ **Human Resources**
Guide and support the overall management of the Human Resources required to implement the mission of the CSA.

♦ **Legal Services**
Provide CSA with legal expertise on all aspects of its operations.

Executive Functions

♦ **Audit, Evaluation and review**
Assist Senior Management to improve the performance of, and enhance accountability for, the Agency's mission and objectives.

♦ **Communications**
Support the entire CSA's communications towards the objectives of the CSA, the Government of Canada and the responsible Minister through:

- Supporting the CSA's executive management in communications decision-making;

- Developing and implementing operational and strategic communications plans at the corporate and program levels;
- Coordinating with the Minister of Industry's office and Central Agencies;
- Developing and implementing policies and procedures; and
- Providing services to the major activity sectors of the CSA as close to the clients as possible.

♦ Corporate Management

Conduct financial planning and analysis, budget preparation, financial control, accounting & reporting, develop and manage financial policies, systems, procedures and controls, act as official Spokeperson with Treasury board, manage the Business Planning cycle, provide regular, integrated comprehensive status on Agency performance against Business Plans and provide Executive Secretariat services (PCO type).

♦ Policy and planning

Develop, coordinate and report on Programs, Policies, strategies and Plans of the Canadian Space Program and CSA, coordinate portfolio-related activities, provide strategic program-level interface and relationship with stakeholders (international, national, provincial, industrial and academia), lead international relations, cooperation and marketing and assure CSA active presence in Ottawa.

Executive Office

♦ Chief Scientist/Engineer and Transition Team Head

As Chief Scientist/Engineer, provide an independent source of expertise to analyze, review and advise the President on the technical and scientific aspects of CSA's programs and projects.

As Head Transition Team, define and manage the organizational transition of the CSA, including the process of transition, the review of functions, the organizational structure and the implementation of the new organization design.

♦ Chief Systems Engineer

Provide an independent source of expertise to analyze, review and advise the President on all systems engineering aspects of CSA's programs and projects.

♦ LTSP III

Develop the long-term vision for the Canadian Space Program and specific project proposals for LTSP III and negociate common systems operating cost offsets with NASA.

♦ President's Office

The mandate of the President's Office is to ensure that the Agency is effective in meeting the Government's objectives for the Canadian Space Program, particularly in the use of space technology to meet Canadian needs and the development of an internationally competitive space industry; and that the Programs of the Agency are delivered efficiently.

Information Holdings

Program Records

Core Functions

Canadian Astronaut Office
Description: Information, correspondence, memoranda and technical material related to IML-1 Mission, CANEX-2 flight and other Canadian Astronaut Office microgravity projects, international and national agreements and all technical research and development within the program. ***Topics:*** Policy and agreements, general correspondence, finance, shuttle operational flights, public relations and speaking engagements, equipment, training, technical definitions, engineering and scientific studies and evaluations and scientific working groups. ***Program Record Number:*** SPA OPE 020

Space Science Program
Description: Information, correspondence, memoranda and reports related to project planning, program forecasts, the management of the Space Science and User Development Programs, international and national agreements and all technical research and development within individual projects. ***Topics:*** Policy; general correspondence enquiries; administration and operation of the Division; visits; lectures; papers and talks; publicity; financial records; agreements and memoranda of understanding; co-operation and liaison with associations, international organizations and countries; public relations and speaking engagements; licences and permits; security; seminars; committees; finance, shuttle operational flights, equipment, training, technical definitions; engineering studies; satellite projects; space science program Development and planning group; Canadian Auroral Network for the Observation of Plasmas in the Upper Atmosphere and Space (CANOPUS) Data Analysis Network; Suprathermal Ion Mass Spectrometer (SMS); Viking Ultra Violet Imager; Waves in Space Plasmas (WISP); Wind Imaging Interferometer (WINDII); Ultra Violet Auroral Imager (UVAI); FREJA Cold Plasma Analyser (CPA); RADIOASTRON Radio Astronomy Program; Far Ultra Violet Spectroscopic Explorer; Measurement of Pollution in the Troposphere (MOPITT); General Excitation Mechanisms in Nightglow (GEMINI); Thermal Plasma Analyser (TPA); Observation of Electricfield Distribution in the Ionospheric Plasma: a Unique Strategy (OEDIPUS); Optical Spectrograph and Infrared Imaging System (OSIRIS) for the ODIN satellite; Biocosmos; Balloon Anisotropy Measurement (BAM);

Cosmic Ray Balloon Experiment (CRAYBEX); International Microgravity Laboratories (IML) I and II; Aquatic Research Facility (ARF); Torso Rotation Experiment (TRE); Neurolab/ (Visuo-Motor Coordination Facility) (VCF); Cosmic Background Radiation; Microgravity processes in Fluid Dynamics, Chemistry, Crystal Growth, Metals and Alloys, Glasses and Ceramics, Biotechnology and Combustion; Radiation Biology; Human Physiology; Canadian Float Zone Furnace (CFZF); Canadian Advanced Protein Crystallisation Apparatus (CAPCA); Large Motion Isolation Mount (LMIM); Spacebound microgravity conferences; Canadian Space Agency Rocket (CSAR) Program; Parabolic Aircraft (T-33, Falcon & KC-135); Protein Crystallisation. ***Program Record Number:*** SPA APP 065

Space Technologies
Description: Information, correspondence, memoranda and reports related to project planning, program forecasts, the management of Space Technology, international and national agreements and all technical research and development within individual projects. The holdings of the branch office include administration, personnel and finance for the Branch. There are also general files on committees, international cooperation and agreements, contracts, inter-departmental coordination and ESA programs. ***Program Record Number:*** SPA APP 070

♦ Space Operations

David Florida Laboratory – Administration
Description: Correspondence; reports and memoranda pertaining to policies, contracts, test programs, program forecasts, and other administrative matters as they pertain to the overall operation of the laboratory. ***Topics:*** Policy; general correspondence; enquiries; visits/tours; facility use and loan agreements; co-operation and liaison with industry, federal departments, universities, associations, international organizations, and countries; technical support; resource documents; conferences and seminars; buildings and properties; equipment and supplies; and facility documents. ***Program Record Number:*** SPA APP 050

David Florida Laboratory – Operations
Description: Correspondence and documents on the operation of the individual test facilities (i.e. thermal vacuum, vibration, radio frequency). ***Topics:*** Environmental testing/space simulation; thermal vacuum (infrared testing, outgassing studies, helium leak detection); (structural vibration, modal analysis, shock testing, static load, seismic block); radio frequency (passive intermodulation measurements, electromagnetic interference/compatibility, radar cross section measurements, spherical near field measurements); mass properties measurements (vertical and horizontal axis measurement systems); integration facilities (high bays, class 100,000 clean rooms); quality assurance; Data acquisition/data processing systems; enquiries and results of various subsystem and spacecraft level testing. ***Program Record Number:*** SPA APP 055

RADARSAT 1
Description: Information on the management of Canadian participation in the RADARSAT Program; the provision of international and national agreements and all technical research and development within the RADARSAT Program. ***Topics:*** Configuration management, equipment – RADARSAT Studies, ground systems, simulation facility, tests and integration, remote sensor development, solar arrays – technology, working groups, panel meetings and document reviews, regional development and technology exploitation. ***Program Record Number:*** SPA OPE 025

♦ Space Systems

Space Station Program Office
Description: Information on the management of Canadian participation in the Space Station Program; the provision of the Mobile Servicing System, including international and national agreements, all technical research and development within the Space Station Program, technology transfer agreements, licences and patents. ***Topics:*** Configuration management, space robotics, Space Station studies, space assembly and maintenance systems, simulation, ground control facilities, NASA working groups, panel meetings and document reviews. ***Program Record Number:*** SPA OPE 030

♦ Space Technologies

Spacecraft Engineering
Description: Correspondence, memoranda, and working papers: general directorate correspondence; DOC – Agency; EMR – Agency MOUs and correspondence. ***Topics:*** Current research activities include: dependable processing systems, knowledge based systems, control of large space structures, robot controls, sensor technology, materials & structures, thermal control technology, composite materials, dynamics/test of space structures, robot dynamics, and in-orbit characterization of SSRMS. ***Program Record Number:*** SPA APP 060

Spacecraft payloads
Description: Correspondence, memoranda, working papers and reports related to projects. ***Topics:*** General directorate correspondence; CRC, NRC and NSERC-Agency MOUs correspondence concerning current research activities: far infrared laser, bolometric detectors, detector passive cooling techniques, laser range finder, optical data processing techniques, optical fibre system elements, optical sensors for remote sensing, selective optical coatings, 3D-vision systems, object recognition systems, spacecraft payloads systems group, RF technology group, digital technology group, high-temperature superconductive multiplexer, power transistor development, solid-state power amplifier (X-band), digital modular (X-band), passive intermodulation (PIM), radiation damage to gallium

arsenide, space qualification of GaAs devices, satellite system modelling, remote sensing microwave instruments, dual-polarization antenna, smallsat cost reductions. ***Program Record Number:*** SPA APP 080

Corporate functions

Human Resources

Description: Correspondence, reports, memoranda, general enquiries. ***Topics:*** Organization charts, job descriptions, position classifications, staffing, planning, training, development, equity, redeployment, competition posters. ***Program Record Number:*** SPA COR 215

♦ Administration

Contracts Administration

Description: The files contain general correspondence, proposals and evaluations, contracts and purchase orders with industry. ***Topics:*** Correspondence, contracts for professional services and purchase orders for materials, equipments and supplies. ***Program Record Number:*** SPA COR 200

EDP Operations

Description: Information on the operation of the Division. ***Topics:*** Administration and Scientists requirements; strategies, standards, policies, computer hardware/software, data communication, office automation, database management, EDP training, computer maintenance, technical support, computer needs, system development, internal and external EDP Professional consultants, future planning. ***Program Record Number:*** SPA COR 220

Facilities Management and Telecommunications

Description: In accordance with Treasury Board and CSA policies, provide facilities and telecommunications service to all CSA employees. ***Topics:*** Processing requests regarding office disposition services, telephone system services, vehicle fleet management, parking management and forms management. ***Program Record Number:*** SPA COR 210

Inventory Control, Customs and Excises

Description: Coordination and steering of programs for Life Cycle Material Management of assets throughout the Agency. ***Topics:*** Statistics on Agency assets, movement of material on international level, recording and documenting capital acquisitions through crown research projects and grants establishing up to date information on equipment used throughout the Agency. ***Program Record Number:*** SPA COR 225

Records Management

Description: Information on the planning, development and implementation of records and of information systems and programs including related services. ***Topics:*** Records classification scheme, records retention schedules, equipment relating to records, retrieval and reference services, mail and messenger services, review and analysis of forms. ***Program Record Number:*** SPA COR 240

Security

Description: The security Division is responsible for administering the Canadian Government Security Policy for the various programs of the Canadian Space Agency. It has responsibility to develop policies and procedures in the areas of access control, physical security, security of personnel, security of material, security of information technology, security of informatics and communications security. ***Topics:*** Data files are kept on the following topics; PROTECTED personnel information in support of the security clearance program, general investigation reports and general correspondence documents. ***Program Record Number:*** SPA COR 235

Executive Functions

Audit, Evaluation and review

Description: Correspondence, reports, studies, memoranda. ***Topics:*** Internal audit, evaluation studies, review matters, performance measures. ***Program Record Number:*** SPA COR 241

Communications

Description: Correspondence, reports, memoranda, general enquiries and requests from individuals and organizations. ***Topics:*** General correspondence; Annual Reports; Industry directories; mailing lists; communications strategies; publications; A/V documents; speeches; exhibitions. ***Program Record Number:*** SPA EXT 100

♦ Policy and planning

Economic Studies

Description: Studies, reports, analysis. ***Topics:*** Potential economic spin-offs of major space-related projects. ***Program Record Number:*** SPA EXT 105

European Space Agency

Description: Correspondence, reports, memoranda, general enquiries and requests from industries relevant to Canada's membership in the European Space Agency. ***Topics:*** General correspondence, Statutes, Annual reports, Council deliberations; ESRIN; financial data, reports of committees, progress reports on projects, contracts to Canadian firms, etc. ***Program Record Number:*** SPA EXT 110

Federal/Provincial Relations

Description: Correspondence, reports, memoranda, general enquiries and requests from provinces. ***Topics:*** General correspondence, Annual Reports of Provincial Organizations, documents on provincial space activities and programs; Feasibility studies. ***Program Record Number:*** SPA EXT 115

Industrial Development
Description: Correspondence, reports, memoranda, general enquiries and requests from industries and scientific organizations pertaining to economic and financial aspects of private organizations. ***Topics:*** General correspondence; Annual reports; Industry directories; regional conferences. ***Program Record Number:*** SPA EXT 120

International Relations
Description: Correspondence, reports, memoranda, general enquiries and requests from industries and foreign organizations relevant to Canada's space cooperation activities with foreign countries and organizations. ***Topics:*** Foreign Agencies Annual reports, documents on foreign space activities and programs; NASA; NASDA; [etc]; Cooperation arrangements and MOUs; minutes of steering committees, Panels, working and ad hoc groups meetings. ***Program Record Number:*** SPA EXT 125

International Space University
Description: Correspondence, reports, course catalogues, memoranda, general enquiries and requests from individuals, relevant to Canada's contribution to the International Space University activities. ***Topics:*** General correspondence, Annual reports, Canada's contributions, Canadian ISU foundation; ISU permanent campus; ISU summer sessions. ***Program Record Number:*** SPA EXT 130

Ottawa Office
Description: The files contain ministerial and parliamentary relations information. ***Topics:*** Ministerial memoranda, memoranda to Cabinet, Treasury Board Submissions, Written and Oral Anticipated Questions, Correspondence. ***Program Record Number:*** SPA COR 205

Regional Distribution
Description: Correspondence, reports, memoranda, and data on the regional distribution of Canadian Space Program expenditures. ***Topics:*** General correspondence, regional distribution of space and space-related contracts and expenditures; industry team; Government team; SPAR MOU; data base. ***Program Record Number:*** SPA EXT 145

Space Agency Forum
Description: Correspondence, reports, memoranda, general enquiries and requests from individuals, national and international organizations relevant to the Space Agency Forum activities. ***Topics:*** General correspondence, reports of the Space Agency Forum, Hand-out for distribution; preparation and organization of meetings, participation in working groups. ***Program Record Number:*** SPA EXT 135

Executive Office

Chief Scientist/Engineer & Transition Team Head
Description: Correspondence, reports, memoranda ***Topics:*** Information relating to technical and scientific activities proposed and on the organizational transition of the CSA. ***Program Record Number:*** SPA TTT 001

Chief, Systems Engineer
Description: Memoranda, reports, correspondence. ***Topics:*** Information regarding systems engineering aspects of CSA's programs and projects and RADARSAT II. ***Program Record Number:*** SPA CSE 001

LTSP III Task Force
Description: Correspondence, feasibility and market studies, program proposals, project documentation. ***Topics:*** information relating to new Canadian space activities/programs and applications. ***Program Record Number:*** SPA LTSP 001

President's Office
Description: Working papers, memoranda, correspondence and reports on the administration and operation of the Agency, Information on visits, lectures, gifts, interviews, correspondence with the Minister, agenda, minutes and documents pertaining to executive committee and managers' meetings. ***Topics:*** General Administration, speeches, audits. ***Program Record Number:*** SPA PRE 005

Personal Information Banks

♦ Space Science

Space Science
Description: This bank contains information on Committee Membership, information regarding names, affiliations, and primary disciplines of all individuals nominated for service on Advisory Committee. ***Class of Individuals:*** Employees of the Institution and members of its Advisory Committee. ***Purpose:*** The purpose of this bank is to maintain general information on individuals who are not employed by the institution but who serve on its Advisory Committee. ***Retention and Disposal Standards:*** 5 years ***TBS Registration:*** 003060 ***Bank Number:*** SPA PPU 010

♦ Administration

Access to Information and Privacy Requests
Description: This bank contains requests submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act; replies to such requests; and information relating to their processing. ***Class of Individuals:*** Individuals submitting requests for access to information under the Access to Information Act and the Privacy Act. ***Purpose:*** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. ***Consistent Uses:*** This bank is also used to

report to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act; to verify the identity of requesters; and for purposes of consultations with other government institutions. ***Retention and Disposal Standards:*** 2 years after resquest is finalized. ***TBS Registration:*** 003061 ***Bank Number:*** CSA PPU 020

Contracts between CSA and individuals
Description: The files contain correspondence, proposals, contracts, financial transactions and interim and final reports. ***Class of Individuals:*** Members of the general public who submit proposals for work to be performed for the Canadian Space Agency. ***Purpose:*** To negotiate and award contracts, to provide information on payments of contracts and to administer contracts. ***Retention and Disposal Standards:*** 6 years ***TBS Registration:*** 003062 ***Bank Number:*** SPA PPU 015

Reliability/Security Investigation File
Description: This bank contains personal data, such as criminal records, investigative report, credit check reports, related correspondence, notations of the level of security clearance and reliability check granted, and Security Clearance Review Board documentation. ***Class of Individuals:*** Members of the general public and some members of other government departments who have applied for a pre-employment/ employment security clearance or reliability check. ***Purpose:*** The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material and to assess reliability as a condition of employment and for permitting access to designated information or valuable assets. ***Consistent Uses:*** The information in this bank may be used in matters which, on reasonable grounds, may be suspected of constituting threats to the security of Canada or the Canadian Space Agency; information may also be used in other lawful investigations. ***Retention and Disposal Standards:*** 5 years ***TBS Registration:*** 003064 ***Bank Number:*** SPA PPU 030

♦ Human Resources

Employment Applications
Description: This bank contains information on candidates available for employment at the Canadian Space Agency when vacancies arise. Records contain letters, completed application forms, applicant resume comments of interviewers, and letter of reference. ***Class of Individuals:*** Members of the general public who apply for employment at the Canadian Space Agency. ***Purpose:*** To select candidates for vacancies at the Canadian Space Agency. ***Retention and Disposal Standards:*** 2 years if considered, 6 months if not considered. ***TBS Registration:*** 003063 ***Bank Number:*** SPA PPU 025

♦ Policy and planning

Stear Program
Description: The records in this bank are used to support proposals for industrial R&D contracts (commercial confidential) to cover the costs of salaries and other costs for company and university research staff engaged in approved projects. ***Class of Individuals:*** Directly-related employees of companies that submit bids for R&D contracts through this program. ***Purpose:*** To confirm the value of the R&D contract supported if the proposal is accepted. ***Retention and Disposal Standards:*** 6 years ***TBS Registration:*** 003059 ***Bank Number:*** SPA PPU 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to the following address:

Canadian Space Agency
Director of Communications
6767 route de l'Aéroport
Saint-Hubert, Quebec
J3Y 8Y9

(450) 926-4342

Media Enquiries

Saint-Hubert: (450) 926-4343

The Agency's library is part of our Administration Directorate. It contains a wide variety of documents including reference books, monographs, technical and annual reports, standards, periodicals and government documents. This facility is located at:

6767 route de l'Aéroport
Saint-Hubert, Quebec
J3Y 8Y9

(450) 926-4903

Reading Room

The Canadian Space Agency has designated an area as public reading room under the Access to Information Act. This room is situated in Saint-Hubert, Québec.

Canadian Space Agency
Headquarters
Library
6767 route de l'Aéroport
Saint-Hubert, Quebec
J3Y 8Y9

Canadian Transportation Agency
Chapter 38

General Information

Background
The Canadian Transportation Agency (CTA) is a quasi-judicial tribunal which replaced the National Transportation Agency as a result of the proclamation of the Canada Transportation Act on July 1, 1996.

Responsibilities
The mandate of the CTA is that of an economic regulator and decision-maker with respect to transportation services under federal jurisdiction. Its responsibilities include the issuance of licences to air carriers and railways, a dispute resolution power over various air, rail and marine transportation rate and service matters, and the determination of the annual maximum rate scale for western grain movements. The CTA continues to have powers to remove undue obstacles to the mobility of travellers with disabilities in the federally-regulated transportation network.

Legislation
- Aeronautics Act
- Canada Marine Act
- Canada Transportation Act
- Civil Air Navigation Services Commercialization Act
- Coasting Trade Act
- Energy Supplies Emergency Act
- Excise Tax Act
- Expropriation Act
- National Energy Board Act
- Pilotage Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Shipping Conferences Exemption Act, 1987

Organization
The CTA consists of a Chairman, Vice-Chairman and up to five other full-time and three part-time members.

The Agency comprises two program branches, Rail and Marine Transportation, and Air and Accessible Transportation, two support branches, Corporate Management, and Legal Services and Secretariat, and the Communications Directorate.

♦ Air and Accessible Transportation Branch
The Branch protects the interests of consumers and carriers by ensuring that air carriers operating to, from and within Canada meet certain minimum economic requirements. To this end, it administers an air carrier licensing and international charter permit system, international air agreements and air tariffs. The Branch reviews new and revised Nav Canada user charges on appeal. The Branch is also responsible for ensuring that undue obstacles to the mobility of persons with disabilities are removed from federally regulated transportation services and facilities. Regional Field Investigators, responsible for the enforcement of CTA regulations and licence conditions, are located in Vancouver, Edmonton, Winnipeg, Toronto, Montreal and Moncton.

♦ Communications Directorate
The Directorate is accountable to the Chairman for the planning and management of communications programs, initiatives and policies. The Directorate works with the branches to develop the communications strategies and activities. It provides general information to the public on the mandate and responsibilities of the Agency and it answers questions from the media on decisions and orders, as well as programs administered by the CTA. It is also responsible for all CTA publications.

♦ Corporate Management Branch
The Branch is responsible for the design and operation of the CTA's management processes and related information systems; it also provides comprehensive services in support of CTA programs in the areas of informatics, records management, human resources, library, finance, planning, administration and security. It is responsible for developing and implementing personnel, finance, administration, information technology and official languages policies, systems and programs that will assist the CTA. It also ensures that the management of human resources and financial matters is in accordance with policies established by the central agencies.

♦ Legal Services and Secretariat Branch
Legal Services is responsible for providing legal advice to CTA members and staff. It acts as the Agency's legal representative at meetings, conferences, public hearings, inquiries, and, when required, at judicial proceedings in the Federal and Supreme Courts. Its other responsibilities include drafting and processing regulations in accordance with government policy. The Secretariat is responsible for recording CTA decisions and orders; and writing, editing, reviewing, producing and issuing decisions, orders, reports and notices. It plans CTA meetings, administers

public hearings and inquiries, coordinates all translation services and produces the quarterly ministerial briefing notes. It also maintains parliamentary liaison, and coordinates ministerial and executive correspondence.

♦ Rail and Marine Branch

The Branch is responsible for the following legislation and related CTA functions as they affect the rail and marine modes: the Canada Transportation Act, the Railway Safety Act, the Coasting Trade Act, the Shipping Conferences Exemption Act, 1987, the Pilotage Act and the Canada Marine Act.

With respect to the rail mode, the Branch administers the certificate of fitness program for the construction and operation of railways as well as various dispute resolution provisions relating to disputes between railways and other affected parties such as shippers, municipalities, utility companies, landowners and other railways. It also inspects railway accounting and operating statistics systems to ensure compliance with the law, sets the annual maximum rates for the transportation of western grain and undertakes railway costing activities as required under the Canada Transportation Act.

With respect to the marine mode, the Branch manages applications, complaints and investigations affecting various marine activities within federal jurisdiction.

Information Holdings

Program Records

Accessible Transportation
Description: Information relating to the regulation of, and resolution of complaints related to transportation facilities, equipment and services provided within Canada to travellers with disabilities. ***Topics:*** Co-operation and liaison with associations and various levels of government; committee and conference participation; service complaints; regulations on fares and conditions of carriage; accessibility standards; aircraft accessibility data; public awareness and education programs; procedural and attitudinal training; monitoring programs; and various studies, surveys and projects. ***Program Record Number:*** CTA AIR 061

Agreements, Tariffs and Enforcement
Description: Information relating to international air agreements; commercial agreements between airlines; the regulation of air tariffs; the enforcement of CTA regulations and licence conditions; and to the investigation of illegal operations by air carriers. ***Topics:*** Compliance; bilateral and multilateral agreements and negotiations; commercial agreements; conventions and protocols; scheduled and non-scheduled tariffs; special permissions; industry complaints; general schedules; computer reservation systems; charter contracts; foreign air transport regulations; air relations between Canada and foreign countries; investigation reports on possible illegal activities by air carriers; and referrals to RCMP for investigations. ***Program Record Number:*** CTA AIR 096

Atlantic Region Freight Assistance Program
Description: Information relating to the administration of freight subsidy programs applicable to the Atlantic Region. Note that since July 1, 1996 the CTA has no responsibility for the Atlantic Region Freight Assistance Program and these program records will be disposed of in accordance with their Retention and Disposal Standards. ***Topics:*** Subsidy claims including waybills and other supporting documentation; desk and field audits; and payments pursuant to the Maritime Freight Rates Act and the Atlantic Region Freight Assistance Act and Regulations. ***Program Record Number:*** CTA MAR 183

Audits
Description: Information relating to audits and analyses for the determination of rates, railway costs, rail freight mouvements and rail networks. ***Topics:*** Railway annual reports; railway audit manuals; comprehensive system review; special costing; schedule "A" directives; and specific costs. ***Program Record Number:*** CTA RAI 156

Industry Monitoring and Analysis
Description: Information relating to the comprehensive coverage of changes in structure, service levels, prices and competition in all modes of the transportation industry under federal jurisdiction, and the assessment of related effects on transportation users. Note that since July 1, 1996 the CTA has no responsibility for Industry Monitoring and Analysis and these program records will be disposed of in accordance with their Retention and Disposal Standards. ***Topics:*** Annual reviews of transportation in Canada including supporting surveys and data bases, for example: specific air, marine and motor vehicle surveys; commercial travellers, freight forwarders, and port terminal operators surveys; shippers surveys covering all modes of transportation; scheduled air services data; air tariff information; liner trade data; and rail traffic information. ***Program Record Number:*** CTA IMA 111

Licensing and Charters
Description: Information relating to the administration of the licensing system for Canadian and foreign air carriers. ***Topics:*** Applications for licences or modifications to licences; applications for international charter flight permits; Canadian ownership; financial evaluation; terms and conditions on licences; liability insurance; air operator certificates; suspension or cancellations; discontinuance or reduction of services; and investigations of service complaints on discontinuance of domestic service. ***Program Record Number:*** CTA AIR 080

Marine
Description: Information relating to the administration and enforcement of legislation governing marine activities under federal jurisdiction. ***Topics:*** Shipper and carrier complaints; coasting trade licences; pilotage authorities; pilotage tariffs; St. Lawrence Seaway Management Corporation; Canadian ship database; marine associations data bank; operations and rates investigations; and Shipping Conferences Exemption Act tariffs and service contracts. ***Program Record Number:*** CTA RAI 081

Rail and Marine Complaints
Description: Information relating to economic disputes between carriers and users; competitive access provisions; tariffs; and mediation services and arbitration support. ***Topics:*** Dispute investigations; competitive line rates; interswitching; fares, rates, and conditions of carriage; track usage; rail freight traffic data; discontinuance of services; level of service; rail connections; rail liability; and arbitration cases. ***Program Record Number:*** CTA RAI 021

Rail Infrastructure
Description: Information relating to applications and complaints concerning the construction and modification of rail lines, highway/railway crossings, farm crossings, and other rail infrastructure; to railway licensing; to rail line transfers or discontinuance; and to track determinations. ***Topics:*** Crossing files; modification of subdivision name/mileage; noise, vibration and pollution complaints; connections and interchange; drainage; fencing; relocation of railway lines; right of way; spurs, sidings and lead tracks; environmental issues; and railway licensing and certificates of fitness. ***Program Record Number:*** CTA RAI 062

Rail Rates and Cost Development
Description: Information relating to the management of rate programs that determines appropriate compensation for rail services provided by eligible transportation companies. ***Topics:*** Railway unit costs and service units; rates costing; railway costing manuals; historical railway input price indices; maximum grain rate scales; traffic workloads; cost of capital rates; depreciation rates; uniform classification of accounts; and net salvage value determinations. ***Program Record Number:*** CTA RAI 121

Rail Rationalization
Description: Information relating to the evaluation of proposals to rationalize rail networks prior to July 1, 1996. Since then, the CTA has no approval responsibility for Rail Rationalization and these program records will be disposed of in accordance with their Retention and Disposal Standards. ***Topics:*** Railway costs and revenues; applications for abandonment of rail lines and removal of stations; branch line and passenger subsidy programs; branch line rehabilitation; conveyance of railway lines; and track determinations. ***Program Record Number:*** CTA RAI 176

Secretariat Services
Description: Information relating to Agency decisions, orders, reports and notices; the administration of Agency meetings, public hearings and inquiries; and the coordination of translation services. ***Topics:*** Agency orders, decisions, applications for review of orders and decisions; minutes of Agency meetings; and transcripts and exhibits of Agency public hearings and inquiries. ***Program Record Number:*** CTA SEC 006

Trucking and Commodity Pipeline
Description: Information relating to the administration and enforcement of legislation governing trucking and commodity pipeline activities under federal jurisdiction. Note that since July 1, 1996 the CTA has no responsibility for Trucking and Commodity Pipelines and these program records will be disposed of in accordance with their Retention and Disposal Standards. ***Topics:*** Newfoundland Roadcruiser Bus Service tariffs and complaints; specific merger and acquisition proposals; and applications to construct and operate commodity pipelines. ***Program Record Number:*** CTA MAR 082

Personal Information Banks

Access Requests
Description: This bank contains the access requests submitted by individuals seeking access to CTA information or personal information pursuant to the Access to Information Act and the Privacy Act, the replies to such requests, and information related to their processing. This bank may contain personal information in the form of an individual's name; his or her home, business or mailing address or telephone number; and identifying numbers. ***Class of Individuals:*** Individuals who have requested access pursuant to the Access to Information Act or Privacy Act. ***Purpose:*** To process access requests and report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are retained for two years after resolution. ***PAC Number:*** 86/001 ***TBS Registration:*** 000322 ***Bank Number:*** CTA PPU 040

Air Service Licence Applications
Description: This bank contains a record of air service licence applications for use in granting or denying licence authorities under the Canada Transportation Act. The bank contains applications and interventions in support or opposition thereto. The bank may contain personal information relating to the applicant or other parties of record in the form of an individual's name; his or her home, business or mailing address or telephone number; nationality; age; identifying numbers; and financial information. Note that since July 1, 1996 interventions are no longer a part of the air service licence application process. ***Class of Individuals:*** Applicants and intervenors in the licensing process. ***Purpose:*** For granting or denying licences under the Canada Transportation Act. ***Retention and Disposal Standards:*** Files are held for ten years following the cancellation of the licence. ***PAC***

Number: 95/023 ***Related to PR#:*** CTA AIR 080, 096 ***TBS Registration:*** 000320 ***Bank Number:*** CTA PPU 015

Atlantic Region Freight Assistance Subsidies
Description: This bank contains information regarding federal assistance made to certified carriers – truck, water and rail – who offer lower transportation rates to manufacturers, shippers and producers within the select territory and from points within the select territory to points in Canada west of the select territory, under the Atlantic Region Freight Assistance Act and Regulations. This bank may contain personal information in the form of an individual's name; his or her home, business or mailing address or telephone number; claim identifying numbers; and financial information relating to the claims. Note that since July 1, 1996 the CTA has no responsibility for Atlantic Region Freight Assistance Subsidies and the records in this bank will be disposed of in accordance with the Retention and Disposal Standards outlined below. ***Class of Individuals:*** Trucking companies, railways and water carriers who applied for assistance under the Atlantic Region Freight Assistance Act and Regulations. ***Purpose:*** To administer the Atlantic Region Freight Assistance Program, establish the eligibility of claims and the certification of subsidies, as well as for accounting and statistical purposes. ***Consistent Uses:*** To comply with requests from federal investigative bodies. ***Retention and Disposal Standards:*** Records are destroyed seven years following payment. ***PAC Number:*** 95/025 ***Related to PR#:*** CTA MAR 183 ***TBS Registration:*** 001864 ***Bank Number:*** CTA PPU 038

Complaints Regarding Services Provided to Persons with Disabilities
Description: This bank contains a record of investigations of complaints concerning the possible existence of undue obstacles to the travel of persons with disabilities under the Canada Transportation Act and the Aeronautics Act. This bank may contain personal information in the form of an individual's name; his or her home, business or mailing address or telephone number; medical condition; age; and marital status. ***Class of Individuals:*** Individuals involved in the investigation of complaints. ***Purpose:*** To determine whether or not undue obstacles to the travel of passengers with disabilities exist and, if so, to determine the appropriate action. ***Retention and Disposal Standards:*** Records are destroyed ten years after the complaint is resolved. ***PAC Number:*** 95/023 ***Related to PR#:*** CTA AIR 061 ***TBS Registration:*** 002154 ***Bank Number:*** CTA PPU 033

Enforcement
Description: This bank contains information relating to the enforcement of Agency regulations and licence conditions, and investigation of possible infractions or alleged illegal operations by air carriers. Enforcement activities may involve communication with other government departments, including the RCMP and the Department of Justice. This bank may contain, depending on the nature of the investigation, personal information in the form of an individual's name; his or her home, business or mailing address or telephone number; investigation details; and views or opinions of another individual about the individual. ***Class of Individuals:*** Individuals involved in possible infractions and occasionally information relating to the plaintiffs. ***Purpose:*** To determine whether or not there have been infractions and, if so, to determine the appropriate action. ***Retention and Disposal Standards:*** Files are held for ten years following the completion of the investigation. ***PAC Number:*** 95/023 ***Related to PR#:*** CTA AIR 096 ***TBS Registration:*** 000319 ***Bank Number:*** CTA PPU 010

Mailing Lists
Description: This bank contains mailing lists which may contain personal information in the form of an individual's name and his or her home, business or mailing address. ***Class of Individuals:*** Individuals in the general public and business community with an interest in transportation. ***Purpose:*** To notify interested parties of applications and proposed acquisitions made to the CTA, changes in regulations, policies or other matters relating to CTA programs; to solicit comments; mailing of surveys and data forms; and the distribution of orders and decisions, the Annual Report, press releases, and other information of interest. ***Retention and Disposal Standards:*** Mailing lists are destroyed when superseded or obsolete. ***PAC Number:*** 86/001 ***TBS Registration:*** 002926 ***Bank Number:*** CTA PPU 046

Mergers and Acquisitions
Description: This bank contains information on all modes of transportation regarding proposed mergers and acquisitions of Canadian transportation undertakings. This bank may contain personal information in the form of an individual's name; his or her home, business or mailing address or telephone number; nationality; and financial information. Note that since July 1, 1996 the CTA has no responsibility for Mergers and Acquisitions and the records in this bank will be disposed of in accordance with the Retention and Disposal Standards outlined below. ***Class of Individuals:*** Individuals submitting applications regarding proposed mergers or acquisitions. ***Purpose:*** To review proposed acquisitions. ***Retention and Disposal Standards:*** Records relating to Air and Rail matters are destroyed ten years after merger or acquisition is completed, and Marine and Trucking records after seven years. ***TBS Registration:*** 003734 ***Bank Number:*** CTA PPU 030

Northern Marine Licensing
Description: This bank contains applications for authority to operate a resupply service on Lake Athabasca, along the Mackenzie River and in the Western Arctic Region, including interventions in support of and opposition thereto. This bank may contain personal information in the form of an individual's name; his or her home, business or mailing address or telephone number; identifying numbers; financial information; and views or opinions of another individual about the individual. Note that since

July 1, 1996 the CTA has no responsibility for Northern Marine Licensing and the records in this bank will be disposed of in accordance with the Retention and Disposal Standards outlined below. ***Class of Individuals:*** Individuals submitting licence applications. ***Purpose:*** To maintain a record of water carrier licence applications for use in determining licence eligibility. ***Retention and Disposal Standards:*** Records are destroyed seven years after last action. ***TBS Registration:*** 003733 ***Bank Number:*** CTA PPU 025

Requests from Federal Investigative Bodies
Description: This bank contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies (named in Schedule II of the Act) for the purpose of enforcing a federal or provincial law or for carrying out a lawful investigation. It also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. This bank may contain personal information in the form of an individual's name; his or her home, business or mailing address or telephone number; financial information; and identifying numbers. ***Class of Individuals:*** Individuals about whom requests for personal information from federal investigative bodies have been received pursuant to paragraph 8(2)(e) of the Privacy Act. ***Purpose:*** To permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for two years after last action. ***PAC Number:*** 86/001 ***TBS Registration:*** 001863 ***Bank Number:*** CTA PPU 045

Classes of Personal Information

The general subject files of the Canadian Transportation Agency contain a certain amount of personal information relating to general correspondence, complaints and enquiries. The personal information contained in this class may include the name; home, business or mailing address or telephone number; and personal opinions or views of the individual, but is not arranged by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The purpose of this bank is to maintain information relating to general correspondence, complaints and enquiries concerning the various functions of the CTA. The retention period for this class of personal information is controlled by the records schedules of the general subject files in which they are stored.

Manuals

- A Practical Guide for New Canadian Entrants
- Activities Manual for International Agreements
- Application Guide for a Licence or for Amendment to a Licence to Operate a Domestic Air Service
- Charter Authorization Guide
- CN and CP Costing Manuals
- Complaints Investigation's Orientation Manual
- Field Investigator's Handbook
- Financial Requirement Guide
- Guide for the Preparation of International Charter Permit Applications
- Guide for the Preparation of International Licence Applications
- International Air Tariffs Administrative Procedures Manual
- Manual of Procedures on the Processing of International Charter Permit Applications
- Manual of Procedures on the Processing of International Licence Applications
- Rail Infrastructure Procedures Manual
- Standard Point Location Code
- Uniform Classification of Accounts Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the CTA's publications, major decisions and rulings, and on its various programs and functions may be directed to:

Communications Directorate
Canadian Transportation Agency
Jules Léger Building
15 Eddy Street
Hull, Quebec

(Mail: Ottawa, Ontario, K1A 0N9)
Tel: (819) 997-0344
Fax: (819) 953-8353
Internet address: http://www.cta-otc.gc.ca/

Reading Room

The CTA's library has been designated under the Access to Information Act as a public reading room. The address is:

Library
17th Floor, Jules Léger Building
15 Eddy Street
Hull, Quebec

Canadian Wheat Board

Chapter 39

Note: This institution is not subject to the Access to Information Act.

General Information

Background

The Canadian Wheat Board (CWB) was established by the Canadian Wheat Board Act in 1935 to provide for the orderly marketing of wheat produced in the area designated by the Act. Barley and oats were added to the mandate in 1949. The marketing of oats was removed from the CWB in 1989.

Responsibilities

The CWB is obliged to purchase wheat and barley offered to it for sale by farmers in accordance with established delivery calls and to pay an initial payment for same in accordance with the Act. The CWB then markets this grain in interprovincial and international markets. The surplus proceeds received upon sale and available for distribution are divided equitably among the farmers delivering grain to the CWB after the initial payment is made to the farmers and the CWB's operating costs are deducted. The CWB is also responsible for administering a delivery system which is designed to maximize marketing opportunities, as well as allocate delivery opportunity among farmers wishing to deliver grain for sale in interprovincial and international markets. The CWB also administers the Agricultural Marketing Programs Act pursuant to which advance payments are made to farmers undertaking to deliver wheat and barley as delivery opportunities are available.

Information Holdings

Personal Information Banks

Grain Growers Advance Payment Records

Description: This bank is used to record the value of cash advances issued and refunds received from grain growers under the Agricultural Marketing Programs Act. ***Class of Individuals:*** Grain growers who have taken cash advances under the Agricultural Marketing Programs Act. ***Purpose:*** The information gathered is used to monitor the grower's repayment of monies advanced. Repayment is conditional on the grower's delivery and sale of grain as soon as he or she is able to do so. The information is summarized and controlled as required by the federal government. ***Consistent Uses:*** The information is shared with grain companies that act as agents of the CWB in making and collecting cash advances. It is also shared with Revenue Canada, lending institutions and secured parties (secured parties are any person or business organization with a lien on the grain pledged by the grain grower on the advance payment application) when requested. Information would be shared for the purposes of completing the advance payment application. The grain grower agrees to permit the CWB to share this information with these other parties to protect their security interest in the grain. ***Retention and Disposal Standards:*** Files are retained for three years following the retirement of the advance payment. ***TBS Registration:*** 004082 ***Bank Number:*** CWB PPU 010

Grain Growers Delivery Records

Description: This bank contains a record of each producer certificate issued to a grower by a grain company in payment for the grower's delivery of wheat and barley to the CWB account. ***Class of Individuals:*** Grain growers who deliver to the CWB. ***Purpose:*** The growers' delivery records are the basis for equitable distribution of profits realized from the sale of wheat and barley by the CWB. The information produces statistical statements by district(s), grain company and type of wheat and barley. ***Consistent Uses:*** The information is shared with Revenue Canada, Human Resources Development, Agriculture and Agri-Food Canada's farm safety net programs, provincial crop insurance organizations and grain companies that are agents of the CWB. ***Retention and Disposal Standards:*** Files are retained for seven years. ***TBS Registration:*** 004083 ***Bank Number:*** CWB PPU 015

Grain Growers Payment Records

Description: This bank contains a record of each payment made to wheat and barley growers which resulted from an increase in the price paid for wheat and barley or from the profits realized from the sale of wheat and barley by the CWB. ***Class of Individuals:*** Wheat and barley growers who deliver to the CWB. ***Purpose:*** The information is maintained to control the value of payments and monitor bank cashings, lost cheques, uncashed cheques, etc. Statements are produced to show the value of payments by district(s), kind of wheat and barley, dates of Issuance and bank clearance and for other control purposes (verification of rates and tonnes; verification of accounting transactions, stale-dated cheques; cancelled/re-issued cheques). ***Consistent Uses:*** Information in this bank is shared with Revenue Canada, Human Resources Development, Agriculture and Agri-Food Canada's farm safety net programs and, in the case of non-resident farmers, with their representatives in Canada and the Bank of Montreal. ***Retention and Disposal Standards:*** Files are retained for seven years. ***TBS Registration:*** 004081 ***Bank Number:*** CWB PPU 005

Grain Growers Permit Records

Description: This bank is used to establish and maintain a record of each wheat and barley grower's entitlement to market wheat and barley. Under the authority of the Canadian Wheat Board Act, this bank may contain the Social Insurance Numbers of those farmers who choose to supply them. ***Class of Individuals:*** Wheat and barley growers who have obtained a CWB permit book. ***Purpose:*** The permit book application information is used to monitor and record each grower's delivery and sale of wheat and barley to CWB account and to verify entitlement for cash advances under the Agricultural Marketing Programs Act. The grower's name and address are used to distribute profits realized from the sale of wheat and barley. Summary statements for planning purposes are produced by district(s) and type of wheat and barley. Information in this bank is used to prepare voters' lists for Canadian Wheat Board elections. ***Consistent Uses:*** Various components of the information are shared with Revenue Canada, Agriculture and Agri-Food Canada, Canada Customs for inter-provincial and export licenses, provincial crop insurance organizations, various other provincial institutions, departments and related commodity groups, universities for consistent use and statistical research purposes and the grain companies that are agents of the CWB. ***Retention and Disposal Standards:*** Files are retained for seven years. ***TBS Registration:*** 004084 ***Bank Number:*** CWB PPU 020

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information about the policies and activities of the CWB, please contact:

Corporate Communications
The Canadian Wheat Board
P.O. Box 816, Station Main
Winnipeg, Manitoba
R3C 2P5

(204) 983-3421

Citizenship and Immigration Canada
Chapter 40

General Information

Background
The federal government has administered immigration matters since Confederation. The Department of Citizenship and Immigration (CIC) was created by an Act of Parliament which received Royal Assent on June 23, 1994. This brought together, in particular, the Citizenship Registration and Promotion component of the Department of Canadian Heritage (previously with the former Department of Multiculturalism and Citizenship); the Immigration Policy, Selection and Enforcement components of the former Department of Public Security (previously with the department of Employment and Immigration); and the Immigration Settlement previously part of Employment and Immigration. The Department reports to Parliament through its Minister, who is also responsible for the independent Immigration and Refugee Board (IRB). The IRB functions are separate from those of the Department. CIC's authority stems, notably, from the Department of Citizenship and Immigration Act, the Immigration Act and the Citizenship Act. These provide the Deputy Minister, the Minister and Governor in Council with the discretionary authority required to develop and implement responsive and flexible policies and programs.

Responsibilities
The Department of Citizenship and Immigration Act establishes a specific federal mandate for the Minister of Citizenship and Immigration. This mandate includes all matters relating to the administration of the programs and polices of immigration and citizenship that are not assigned by law to other departments, branches or agencies of government.

The department consists of three main sections: Departmental Support, Program Delivery, and Strategic Support. The Associate Deputy Minister works closely with the Deputy Minister to set departmental priorities and to develop strategies to meet these goals. The department consists of three main sectors: Policy and Program Development, Corporate Services and Operations. Each sector is composed of a number of branches and regions, both in Canada and overseas. In the case of Operations, Directors General report directly to their respective Assistant Deputy Minister. The ADM, Operations' role is to ensure that departmental processes are well designed and maintained, and that the various branches work together harmoniously towards a common purpose. The Assistant Deputy Minister, Corporate Services, provides a strategic orientation and ensures effective program objectives as they relate to resources, i.e. capital, financial, human and electronic infrastructure necessary to the department's operating platform. In addition, Corporate Services provides ministerial executive services and manages the Communications program activities through the department. In addition, the Sector is responsible for partnerships with other departments, central agencies, provincial governments, other national governments, international agencies and the private sector. Another important function of the position is to ensure that CIC remains client oriented in all its activities. The ADM Policy and Program Development is responsible for the formulation of effective policy and lending support to the DM to develop a coherent and forward looking strategic vision for the department.

Legislation
- Adjudication Division Rules, SOR/93-47;
- Alejandra Flores Velasquez Immigration Exemption Regulations, SOR/91-693;
- Citizenship Act, R. S. C. 1985, c. 29, as amended;
- Citizenship Regulations, 1993, SOR/93-246, as amended;
- Convention Refugee Determination Division Rules, SOR/93-45;
- Department of Citizenship and Immigration Act, S. C. 1994, c. 31
- Federal Court Immigration Rules, 1993, SOR/93-22; as amended;
- Foreign Ownership of Land Regulations, SOR/79-416, as amended;
- Humanitarian Designated Classes Regulations, SOR/97-183, as amended;
- Immigration Act Fees Regulations, SOR / 97-22, as amended;
- Immigration Act, R. S. C. 1985, c. I-2, as amended
- Immigration Appeal Division Rules, SOR/93-46, as amendedI;
- Immigration Regulations, 1978, SOR/78-172, as amended;
- Order Designating the Minister of Citizenship and Immigration as Minister for Purposes of the Act, (Citizenship Act) SI/94-86;
- Order Designating the Minister of Citizenship and Immigration as Minister for Purposes of the Act, (Immigration Act) SI/94-85;
- Refugee Claimants Designated Class Regulations SOR/90-40; as amended

Organization

Departmental Support

This group is responsible for providing specialized support in leading the Department as it fulfils its broader role in the governance of Canada to support the Minister, the Deputy Minister and those charged with the overall management of the Department and to provide services to branch heads. This group is composed of the following branches: Communications, Human Resources, Finance and Administration, Information Management and Technology, Department Delivery Network, Executive Services and Strategic Policy Planning and Research.

♦ Case Management Branch

The Case Management Branch directs the development of strategies and procedures for the efficient management and coordination of cases, including the resolution of cases under litigation and/or which have security, organized crime, criminal and potentially serious public policy dimensions and which require a representation to the Minister's personal attention, or for which special exemption is sought from the provisions of the Immigration Act and Regulations.

♦ Finance and Administration

The Finance and Administration Branch provides services, advice and information to departmental management concerning the financial and administrative management of the Department's policies and programs. This includes: providing financial and administrative policies and systems; providing accounting services; managing the loan portfolio; developing cost recovery/revenue generation plans; developing resource management plans for reallocating departmental funds or securing funding approval through central agencies to fund departmental programs; providing financial analysis and reporting services; providing facilities and real property asset management services; and supplying materiel, contracting and security services.

♦ Human Resources Branch

The Human Resources Branch provides a full range of personnel services such as staffing and classification, official languages, pay and benefits, training and development services to staff, as well as management of staff relations, professional conduct, conflict of interest, compensation, employee assistance, workforce adjustment, workforce analysis, human resources planning including employee appraisals and telework, awards and diversity management programs. This branch also develops, disseminates and monitors human resources policies and programs.

♦ Information Management and Technologies Branch (IMTB)

The Information Management and Technologies Branch (IMTB) is responsible for the design, development, implementation and maintenance of all of Citizenship and Immigration Canada's automated systems. It establishes and administers all policies and standards related to information management and information technology and is responsible for the effective introduction and innovative use of all information technology solutions for the department. The branch also ensures the integrity, accuracy and effective delivery of departmental information holdings, including departmental records (both paper and microfilm) and library holdings.

♦ Executive Services

The Branch consists of Briefings and Parliamentary Affairs, Ministerial Enquiries and Public Rights Administration. It is responsible for support and coordination services to the office of the Minister, Deputy Minister and Associate Deputy Minister. The branch is also responsible for the management of access to information, privacy and human rights activities.

♦ Communications Branch

The role of the Communications Branch is to provide services which will meet the communications needs of the Minister, Deputy Minister, the department and its clients. The Branch informs the public, in both official languages, about departmental policies, programs and services, alerts key audiences to major new initiatives, and provides advice and guidance to the Minister and senior departmental officials on all aspects of Communications activities. Communications is divided into four units: Public Relations and Media Relations; Publishing and Distribution Group; Corporate Communications Services and Strategic Communications. The key functions carried out by these units include media relations; speechwriting for the Minister and senior departmental officials; communications advice and planning; community education and outreach; internal departmental communications; public environment research; program related communications assistance; and departmental publishing.

Communications is also responsible for the maintenance and upkeep of the departmental Internet Web Site. The Web Site gives access to a wide variety of departmental publications, and includes answers to frequently asked questions.

♦ Strategic Policy Planning and Research Branch

SPPR provides strategic policy, planning and research support to the Department, including the integration of priorities with the broader government agenda.

The Intergovernmental and Stakeholder Relations component: establishes frameworks and acts as the Department's focal point for federal-provincial relations; supports existing immigration agreements; establishes negotiating frameworks; manages federal-provincial negotiations for immigration agreements; manages negotiations of memorandums of understanding on the

exchange of information with provinces; and supports other branches in federal-provincial consultation exercises.

The Strategic Policy component: provides strategic policy advice and briefings for the Minister, Deputy Minister and the Associate Deputy Minister on government-wide and Department-wide issues.

The Planning component: leads the development of Departmental planning and develops planning and accountability processes.

The Research and Review component: provides support to policy and program development; develops and manages the Departmental Research and Review plans; is the Departmental focal point for the development and contracting of research; develops Departmental review processes and products; and provides advice and support to Service Lines on the review of new and existing programs and activities.

The Regulatory Affairs component: supports other branches in the development of regulations and legislation; and is the focal point for relations with central agencies on regulatory and legislative issues.

Program Delivery

Program Delivery is the area of the Department responsible for the delivery of the programs developed by the various Service Lines. The Program delivery group is divided into six geographic regions (which cooperate with National Headquarters to meet the needs of CIC's clients): International Region, British Columbia and Yukon Region, Prairies and Northwest Territories Region, Ontario Region, Quebec Region and the Atlantic Region.

♦ Departmental Delivery Network

The Departmental Delivery Network (DDN) provides integrated program management and delivery on a product line basis in Canada. It ensures that CIC's seven centralized points of service have access to management and program support.

DDN includes a small NHQ structure (including Support Services and Project Services Divisions), three central processing centres (Case Processing Centres are in Vegreville, Alberta (CPCV), in Mississauga, Ontario (CPCM), and in Sydney, Nova Scotia (CPCS)), and four Ottawa-based central points of service (Interim Federal Health Program; Immigration Health Services; Immigration Warrant Response Centre; and Query Response Centre).

The Support Services Division is responsible for developing systems for Information Management, Information Technology, Human resources practices, finance and administrative matters.

The Project Services area manages the major projects and initiatives of which DDN has the lead. It supports the other branches of CIC with the aspects of their projects that require service delivery expertise. The Citizenship Services Division is responsible for issues relating to the delivery of the Citizenship program, and is the principal contact for issues related to CPCS. The Immigration Services Division provides advice, guidance and operational instructions on the immigration program to CPCM AND CPCV.

CPCV opened for full processing on April 1, 1994 and is responsible for:

1) Visitor Extensions; 2) Student Authorizations; 3) Employment Authorizations; 4) Minister's Permit Extensions; 5) Immigrant Applications for Landing in Canada; and 6) Right of Landing Fee (ROLF) Loans.

CPCM is the national case processing centre for all immigration Family Class sponsorships and is responsible for reviewing undertakings to determine eligibility of sponsors; assessing the financial information provided by sponsors and determining whether or not they will be able to meet their obligations; providing administrative support from Family Class sponsorships, i. e., liaison with Le Ministère des Affaires internationales de l'Immigration et des Communautés Culturelles (MAIICC), respective provincial adoption ministries, ministries of social services, and issuances of appeal notices to sponsors.

CPCS has operated since 1984 and provides direct service in all matters concerning Canadian Citizenship. Through the Citizenship Registration System (CRS), the staff administers the Citizenship Act while serving as a citizenship card production centre.

The Interim Federal Health (IFH) Program which was known as the Non-Insured Health Benefit Program under Health Canada was transferred to CIC on April 1, 1995. IFH is designed to cover emergency and essential health care costs for refugee claimants, refugees and others under immigration control.

The Immigration Health Services Division is responsible for centralized medical processing in North America; developing medical assessment guidelines; maintaining quality assurance standards; and providing statistical and qualitative medical information.

The Immigration Warrant Response Centre is responsible for managing immigration warrants on the Canadian Police Information Centre (CPIC) database; and for responding to requests for warrant confirmation from police agencies. The centre also responds to police requests for immigration and citizenship status checks.

The Query Response Centre is responsible for all requests for verification of admission records of immigrants and visitors to Canada; all enforcement cases for Immigration; inquiries; and court cases.

♦ International Region

The International Region is responsible for the delivery of Canada's immigration programs at Canadian missions abroad. This includes immigrant selection, non-immigrant processing, immigration medical services, interdiction,

and reporting and liaison. The International Region plays a lead role in international migration, and in the co-ordination of the Department's international activities, particularly with respect to relations with Foreign Affairs and International Trade (DFAIT), other countries, and multilateral organizations. The International Region comprises eight divisions – Asia and the Pacific, Africa and the Middle-East, Western Hemisphere, Europe, Resource Management, Personnel, Operational Co-ordination and Overseas Medical Services.

The International Region is responsible for the delivery of all program activities at Canadian diplomatic missions around the world. This includes all operational aspects of immigration programs such as delivery of annual immigration levels; management of immigration, visitor and refugee programs abroad; ensuring a consistent approach across geographic regions; and co-ordination and liaison with other departments and agencies such as Canadian Security Intelligence Service (CSIS), Health Canada and the RCMP. The International Region ensures that the delivery of the program is consistent with Canadian law and policy and with Canada's bilateral and multilateral foreign policy interests.

Resource Management is responsible for the maintenance of an operational structure through the allocation of financial and human resources to ensure global immigration is consistent with levels established by Cabinet. This includes those resources in the DFAIT financial base that support the immigration program.

Operational Co-ordination is responsible for the development and dissemination of statistical information relevant to international operations, communications policies and activities with missions abroad, managing overseas mission reconfiguration, promotion and recruitment, and issues of global interest within the International Region.

In consultation with the departmental Human Resources and Finance and Administration Branches, the Personnel Division is responsible for the management of human resources relating to the International Service.

Overseas Medical Services identifies immigrants, refugees, and certain classes of visitors who are medically unfit for admission to Canada, for those applicants applying at missions abroad. In association with Health Canada (Occupational and Environmental Health Services), it ensures that federal employees and dependents are medically fit for posting abroad and helps them to remain healthy while serving abroad.

The four geographic branches are responsible for managing the delivery of immigration, visitor and refugee programs at missions within their respective territories.

Service Line Management

This Group is responsible for policy development, program design and direction for CIC's core Service Lines. Service line branch heads are accountable to the Deputy Minister for all Service line related issues, up to but not including program delivery. Each branch is responsible for policy development, program design and direction of one of the four core CIC Service Lines. The Department in divided into four service lines: Integration, Refugees, Enforcement and Selection.

♦ Enforcement Branch

The role of the Enforcement Branch of National Headquarters is to develop national policy, procedures, guidelines and strategies to ensure that violations of the provisions of the Immigration Act and Regulations are properly actioned in accordance with the Immigration Act, to counter illegal immigration movements to Canada, and to preserve the integrity of Canada's immigration and refugee determination systems. The Enforcement Branch also provides to field officers and to other Branches of National Headquarters, functional direction, coordination and training regarding national policies and procedures on enforcement activities. In addition, the Enforcement Branch liaises with service delivery partners for the purpose of developing and updating national memoranda of understanding with other Departments, Provinces, or agencies, for the exchange of information. It also develops removal arrangements with other countries, and it coordinates activity through liaison with partners in enforcement and the airline industry. The Branch also directly manages carrier compliance by negotiating Memoranda of Understanding with individual transportation companies and by ensuring compliance with Memoranda of Understanding. National Headquarters also administers the program of administrative fees assessed against transportation companies for carrying improperly documented passengers to Canada.

The Enforcement Branch (SED) is composed of four core sections, namely Intelligence and Interdiction, Port of Entry Management, Hearings and Detention and Investigations and Removals. The Branch is also comprised of three additional units who lead Enforcement Branch's efforts in planning, program development and in developing a long-term strategic vision for the Enforcement program. These include, a Border Policy Directorate, a Program Development Directorate and one other section, the Service Line Support Directorate.

The Intelligence and Interdiction section (SEZ) monitors, analyzes and reports on illegal migration practices and abuse of the Immigration program.

The Port of Entry Management Division (SEM) overseas, monitors and evaluates port of entry operations across Canada. It develops and implements national policies, strategic directions, operational priorities and service standards applicable in the examination of all persons seeking admission to Canada at land borders, airports and marine ports of entry.

The Hearings and Detention section (SEA) develops and implements national policies, strategies, operational

priorities, instructions and procedures regarding the issuance of removal orders by senior immigration officers; eligibility determinations and re-determinations; multiple refugee claim determinations; inquiries; appeals to the Immigration Appeal Division from removal orders and from refusals of applications for permanent residence by sponsored family class applicants; interventions into refugee claims by the Minister before the Convention Refugee Determination Division; and with respect to detention of individuals pursuant to the Immigration Act.

The Investigations and Removals Directorate (SEO) develops and implements national policies, strategic directions, operational priorities, service standards, procedures, and operational instructions for the investigative and removal functions of the Immigration Enforcement program. In conjunction with the Program Development Directorate, SEO develops a comprehensive international removals strategy in partnership with DFIAT and other key international partners.

The Program Development section (SEP) is responsible for the development of and coordination of a coherent international enforcement strategy. This is intended to support the Branch's objectives with respect to interdiction, removals, and migrant smuggling.

The Border Policy Directorate (SEF) develops, recommends and manages policies and legislative provisions to support the Department's leadership role in the area of managing border issues and strategies with national and regional partners.

Service Line Support Directorate (SED) supports Enforcement Branch management's responsibility for Branch planning and priority setting. The section leads Branch participation in various corporate exercises related to establishing program and corporate objectives and plans, budget forecasting, planning and reporting and accounting for program results. The section provides internal services to managers in the areas of human resources (staffing, training, succession planning), IT systems, organizational development, expenditure control and other administrative matters.

♦ Integration Branch

The Integration Branch is responsible for the development of policy and programs that define membership in Canadian society, enhance the role of Canadian citizenship, and support the settlement, adaptation and integration of newcomers. The Branch develops policies and programs that promote integration and Canadian citizenship; ensures that the federal government's responsibilities towards the immigrants it accepts for permanent residence are met; educates potential new Canadians about the rights and responsibilities of Canadian citizenship; promotes the value of Canadian citizenship to newcomers; and administers and interprets the Citizenship Act. The Integration Branch oversees the delivery of programs under its jurisdiction through a network of national partnerships, as required. The Integration Branch is composed of four program division: Citizenship Division; Settlement Division; Integration Promotion Division; and Service Line Support Division.

The Citizenship Division manages the overall administration of the Citizenship Act and Regulations. The main activities are developing and revising the regulations and policies for the administration of the Act, maintaining legislative compliance, providing functional guidance on citizenship matters implementing new citizenship Legislation and maintaining a historical body of knowledge on past and present nationality legislation.

The Settlement Division provides functional guidance; develops policies, operation procedures, work instruments; designs program terms and conditions for the settlement programs and services which are provided to newcomers; manages national settlement realignment agreements with the provincial governments; manages the orientation abroad initiative; and manages contribution program allocations and expenditures.

The Integration Promotion Division is responsible for the development of activities and programs which promote the citizenship and settlement programs and initiatives. This Division is also responsible for the development, production and distribution of promotion/education material in support of its mandate.

The Service Line Support Division provides the Branch with the capability to plan, analyze and coordinate activities and to provide an efficient infrastructure to support the other division in the Branch, corporate initiatives and CIC priorities.

♦ Refugees Branch

Refugees Branch is composed of the Asylum, Resettlement, International Liaison and Refugee Program Support Divisions. They are responsible for the management of refugee policy, programs and targets; liaison with the Immigration and Refugee board (IRB); representing the interests of CIC and the Government on international migration issues; and coordinating reporting and liaison activities.

♦ Selection

The Selection Branch is responsible for the development of policy, program design and procedural guidance affecting the selection of people to Canada both immigrants and non-immigrants. The goal is to develop policy with an operational perspective, provide procedural guidance to the field both nationally and internationally, and feed back field perspectives into the policy-making process.

The Social Policy and Programs Division is responsible for development of policy and programs for the social benefit of Canada including Family Class immigration, international adoption, landing in Canada programs, Live-in-Caregivers in Canada and related humanitarian issues. The Division is also responsible for the policy on Minister's

Permits and on immigration representatives (lawyers and consultants).

The Economic Policy and Program Division is responsible for developing policy and designing programs for the economic benefit of Canada including the selection criteria for skilled workers, for all non-immigrant programs including foreign students and temporary workers, for returning residents and for provincial nominees. The Division is also responsible for international agreements (e. g. NAFTA, GATS, etc.) concerning temporary entry of business persons.

The Immigration Health Policy Division is responsible for the legislation on medical inadmissibility. It is also responsible for developing immigration health policy in consultation with federal and provincial partners and for maintaining liaison on immigration health issues with federal government departments, other immigrant receiving countries, and with international organizations.

The Business Immigration Division is responsible for policy formulation, program development and procedural compliance for self-employed, investor and entrepreneurial programs.

The Service Line Support Division is responsible for the establishment of branch objectives and monitoring of branch policy, program performance and guidance. It is responsible for ensuring compliance with program guidelines and directives, through the establishment and management of the national Quality Assurance program for all inland activities by monitoring the reliability of client information provided in applications and the quality of decision-making made by the staff. The division is also responsible for the development of the annual immigration plan for production of annual statistics and management reports including levels and mix information.

Information Holdings

Program Records

♦ Finance and Administration

Emergency Preparedness
Description: Information on legislation, policies, correspondence and contingency plans relating to local, regional, national or international emergency preparedness and response that affects CIC operations and its public role. ***Topics:*** Policy, legislation, publications and manuals concerning emergency preparedness and response and the administration of emergency preparedness within organizations; committee reports, briefs, submissions and plans of action on international or interdepartmental liaison and response measures; regional contingency plans in the event of disasters; references for other departments' emergency preparedness and response plans, as well as those of their committees and agencies; NATO liaison and wartime planning; specific response plans for localized disasters; training courses and civil and military exercises. ***Storage Medium:*** Paper and micro-computer diskette ***Program Record Number:*** CIC FIN 050

Management Data
Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. ***Topics:*** Correspondence; status reports; minutes of meetings. Information held in EDP systems is organized under the following titles: Immigration Program (Accounts Receivable) - provides for the accounting, control, and billing of loans granted to immigrants; Integrated Financial and Materiel System (IFMS) - financial position of commitments, budgets, expenditures, revenues, advances, overall salary costs and non-salary items within CIC, performance measurement information; employee information that allows production of certain personnel reports for management and central agencies. ***Storage Medium:*** Electronic files and paper. ***Program Record Number:*** CIC SYS 555

Security
Description: Information on policies, correspondence and protective procedures relating to departmental security, its implementation and administration; information on cooperation with the RCMP, CSIS, CSE and provincial bodies. ***Topics:*** Policies and procedures on personnel, physical, communications and administrative security; RCMP-CIC cooperation; CSIS-CIC cooperation;CSE-CIC cooperation; minutes of meetings; briefs, reports, plans. ***Storage Medium:*** Paper and Microcomputer Diskette. ***Program Record Number:*** CIC FIN 055

♦ Information Management and Technologies Branch (IMTB)

Electronic Data Processing (EDP) Systems
Description: EDP (Electronic Data Processing) systems are those used to gather or update the information needed for the operational support of immigration programs. Immigration-related programs and services are delivered using integrated clerical, manual and EDP systems. The EDP component consists of the sub-systems listed below. The information banks supported by each system are given by number after each description. All sub-systems are linked to each other, either by a full computer connection (interface), or by common data elements that allow comparisons of information across systems. Therefore, actions in one sub-system may affect the smooth running of others. Approximately 500 separate immigration forms, with a total volume of 1,000,000 documents, are processed through these sub-systems each year.

(1) Immigration Data System Overseas (IDSO) (EDP-1); Immigration Data System Canada (IDSC) (EDP-2): IDSO

and IDSC are used by overseas offices to maintain records of all applications for permanent resident status. Both systems provide information used in recruitment and selection processes. The data are case-oriented and can only be accessed by providing the case serial number recorded on the landing record. Files, including microfilm records, date back to 1935. EDP records are available as far back as 1968. (EIC PPU 225)

(2) Landed Immigrant Data System (LIDS) (EDP-3): The Landed Immigrant Data System (LIDS) retains a permanent record of individuals granted permanent residence. Its main purpose is to create an official name index, which is used by immigration officers in Canada and abroad to verify an individual's status in Canada. It is also legal proof of residence for citizenship, Old Age Security, Family Allowance, welfare, etc. In addition, information from the system is the sole source for all of CIC's reports on permanent residents. (EIC PPU 230)

(3) Visitor Information Data System (VIDS) (EDP-4): VIDS retains a permanent record of all persons granted permission to enter or remain in Canada for a temporary period (whether as visitors, students, temporary workers or permit holders). The system's main purpose is to provide an official name index which is used by immigration officers in Canada to verify an individual's status in Canada. Information from VIDS is also used to produce the Department's reports on visitors and permit holders. Data used in the annual report to Parliament on Minister's permits are retained here. (EIC PPU 285; 290;295;300)

(4) Enforcement Information Index (EII) (EDP-5): Please see EIC PPU 265 for details. A set of EII (EIC PPU 265) cases produced on CD is distributed to posts (embassies and consulates) abroad.

(5) Enforcement Data System (EDS) (EDP-6): Please see EIC PPU 270 for details. A set of EDS (EIC PPU 270) cases produced on CD is distributed to posts (embassies and consulates) abroad.

(6) Field Operational Support System (FOSS) (EDP7): The FOSS database is a central repository of information on all persons who have been or are wanted to be seen by Immigration staff. FOSS is the main operational support system for Immigration operations in Canada. The system is comprised of numerous components including query functions, status entry, document creation, refugee monitoring, case processing support, medical profiles, registry functions, client name and address, statistical functions, airport primary inspection line functions, access and security, appeals and litigation, quality assurance and records maintenance. All Immigration staff that work with the public and the staff that support these officers use FOSS. It is also used at all international airports by Customs inspectors and by a number of specialized groups, such as: Case Management, Query Response Centre, Social Insurance Registry, Immigration Health, Immigration Statistics, External Affairs Protocol Office and the U.S. Immigration Offices at Detroit and Buffalo. There are over 8 million client records and over 6.5 million document reference records.

(7) Settlement Management Information System (SMIS): SMIS which ceased to be operational in early 1996, was used to monitor the effectiveness of settlement services delivered by contracted non-governmental organizations. It also serves as a record of the adjustment assistance granted to newcomers in need, used in the administration of financial assistance loans. Associated settlement programs are the Immigrant Settlement and Adaptation Program (ISAP) (PPU 250), the Host Program (PPU 226) and Adjustment Assistance Program (AAP) (PPU 235), and Language Instruction for Newcomers to Canada (LINC) (PPU 500).

(8) Computer-Assisted Immigration Processing System (CAIPS): CAIPS is the Department's automated system for application processing outside Canada. Information is entered in the system from application forms and supporting documentation submitted by applicants for immigrant and visitor visas, returning residence permits and student and employment authorizations.

(9) Stand Alone Immigration Reporting System (STAIRS): STAIRS is used to capture immigration and visitor information from non-CAIPS immigration missions overseas. It allows operational data for a mission to be produced and transmitted to National Headquarters for further processing in IDSO and ISIS. There are at present 12 STAIRS missions overseas. The system enables users to search by applicant and/or dependent in an automated case index; to print non-immigrant visas; to conduct tracking by case status; and to produce operational reports and key indicators.

(10) Case Processing Centre System (CPC):

The CPC system supports the processing of all in-Canada applications for the following six lines of Business: in-Canada sponsorship of relatives; extension of tourist visas; extension of work permit applications; extension of student visa authorizations; applications for landed immigrate status from in-Canada; and applications for landed immigrant status for refugees. The system will interface very closely with the FOSS system, and with the AVRES (automated voice response enquiry system).

(11) Citizenship Registry System (CRS):

The CRS manages all processes related to citizenship: grants (of citizenship), proofs of citizenship certificates. The main functions are: Collect Fees; Collect Data; Certificate Preparation; Clearance; Decision: Scheduling; Log In (results) and File Retention. All record scheduling and workflow data related to citizenship processes are kept in this database and there is an interface with FOSS.

Topics: Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants processed abroad and in Canada,

permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). ***Storage Medium:*** Microfilm, magnetic tape or disk. ***Program Record Number:*** CIC IMM 110

Technical Support

Description: Information on the architecture, development and design of hardware, software, database, information centre, administration of data, EDP Policy, Training, EDP Standards, and contracts. ***Topics:*** Correspondence; tenders and contracts; security of EDP installations; computer activity reports; systems and programming standards; software master control programs and utilities for all systems, EDP policy, database studies, schedules and information, EDP standards and contracting documentation. ***Storage Medium:*** Magnetic tapes, disks, and paper. ***Program Record Number:*** CIC SYS 560

♦ Executive Services

Access to Information and Privacy

Description: Policy and guidelines on Access and Privacy; statistical and other non-personal information provided by requesters in their access requests. ***Topics:*** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; CIC policies, procedures and measures encouraging access generally; administrative costs of public rights management. ***Storage Medium:*** Paper and magnetic media. ***Program Record Number:*** CIC SEC 040

Briefing and Parliamentary Affairs

Description: Briefing notes/books; Question Period cards and transcripts; Memoranda to the Minister; Parliamentary Returns, written questions, petitions, motions, requests for documents and written responses for Parliamentary Committees; departmental briefing system; guidelines for drafting briefing notes and memoranda to the Minister and agendas, briefing material and records of decisions for departmental committees. ***Topics:*** Anticipated questions in the House of Commons and recommended responses, transcripts of Question Period proceedings, parliamentary correspondence and replies, House motions, petitions, document requests and replies and monitoring of parliamentary committee activity; requests for briefings and replies; information on upcoming events involving the CIC Minister, Deputy Minister and officials, departmental management committee information such as agendas, briefing material and records of decisions. ***Storage Medium:*** Paper and computer disks. ***Program Record Number:*** CIC SEC 046

Human Rights

Description: Information on policies, guidelines, complaints and other human rights matters. ***Topics:*** Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities. ***Storage Medium:*** Paper and magnetic media. ***Program Record Number:*** CIC SEC 045

Ministerial Enquiries Unit

Description: Guidelines on the handling of ministerial correspondence; statistical reports related to the tracking and control of ministerial correspondence and the research and resolution of telephone and correspondence enquiries and the reporting on the number and content of such enquiries. ***Topics:*** Processing and routing of Minister's and Deputy Minister's correspondence, formatting and presentation of documents; volume of correspondence, production and average turn-around times; design specifications and instructions for use of the Ministerial Correspondence System and other custom-designed office automation systems used. ***Storage Medium:*** Paper and magnetic media. ***Program Record Number:*** CIC SEC 031

♦ Communications Branch

Corporate Communications

Description: Activity reports; internal communiqués; departmental newsletters; Deputy Minister messages; internal memoranda; distribution records; mailing lists; departmental news release lists; publication components; departmental publications (Visa and Visa Plus). ***Topics:*** Organizational structure and consolidation project; La Relève program; ombudsman project; special events; internal communications strategies on information technologies; strategic initiatives and programs; work plans; departmental and government-wide initiatives; key human resources announcements; status of ongoing projects; unit's human resources and budgetary/financial issues; general correspondence; public enquiries; printing and personal service contracts; distribution plans for publications and videos; warehousing of printing components for all published material; creative graphics; distribution of departmental products; management of Internet site. ***Storage Medium:*** Printed, electronic mail and disks. ***Program Record Number:*** CIC SPP 618

Public Relations and Media Relations

Description: personal service contracts; activity reports; internal memoranda; documents for training of ministerial spokespersons; summaries of the day's news; public environment reports; computerized slide presentations; weekly analysis of ethnic media; departmental publications; briefing notes; questions and answers and talking points; media lines; action plans; press releases; press clippings; tapes and transcripts; memoranda to the Minister and Deputy Minister; surveys and polls on public attitudes towards CIC policies, programs and services; documents regarding community education and outreach

activities across Canada; survey data and related analyses used for the development of communications strategies; documents describing the status of ongoing projects; documents regarding certain access-to-information requests.

Topics: Policy and program related issues; special events; events of interest to media; access-to-information requests; public opinion; public outreach; status of ongoing projects; unit's human resources and financial/budgetary issues. ***Storage Medium:*** Printed, disk, and electronic mail. ***Program Record Number:*** CIC SPP 622

Strategic Communications
Description: Activity reports; ministerial speeches and speaking notes; questions and answers; Minister's messages; calendar of departmental events; communications strategies; action plans; scenarios; press releases; media advisories; talking points; articles; internal and external correspondence; memoranda to the Minister and others. ***Topics:*** Departmental policy and program initiatives; public education and outreach; procedures; unit's human resources and financial/budgetary issues. ***Storage Medium:*** Electronic file, printed, and electronic mail. ***Program Record Number:*** CIC SPP 623

♦ Strategic Policy Planning and Research Branch

Admission Persons to Canada
Description: Information on policies and programs concerning the admission of persons to Canada. ***Topics:*** Policies and programs for the orderly and planned admission of immigrants according to component groups (economic, social and humanitarian immigrants) and of visitors including tourists, temporary workers and foreign students. Related background information including labour market and demographic data. Description of selection criteria and processing systems. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 120

Audit of Immigration Programs - working papers
Description: Support and reference documents used by auditors in compiling assignment reports. ***Topics:*** Program guides for conducting assignments, testing results, information relating to observations, findings, conclusions and recommendations for corrective action. ***Storage Medium:*** Microcomputer Diskette or Paper. ***Program Record Number:*** CIC IAB 010

Cabinet/Departmental Management Committee
Description: Cabinet documents, briefing notes; cabinet business lists, and agendas; and departmental management committees. ***Topics:*** Analysis of cabinet documents and advice to the Minister, information on CIC's cabinet activities, weekly timetables of meetings of Cabinet Committees, Cabinet Committee agendas. ***Storage Medium:*** Paper and computer diskettes. ***Program Record Number:*** CIC SPP 630

Evaluation of Immigration Programs
Description: Information on the efficiency and effectiveness of the Immigration Program. ***Topics:*** Studies and projects on the assessment of the overall impact of the immigration. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC SPP 665

General
Description: Policy and correspondence on general citizenship, immigration and demographic activities. ***Topics:*** Association briefs and submissions, including suggestions and proposals for amending policies and/or procedures; material related to federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information, consultation papers or amendments to policies and procedures, internal briefing material. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 065

Planning
Description: Strategic Policy, Planning and Research provides organizational leadership of the Departmental planning, accountability and regulatory processes. ***Topics:*** Records on the planning cycle such as the Planning, Reporting and Accountability Structure (PRAS), the Departmental Performance Report, the Report on Plans and Priorities, the Guide to the Regulatory Development Process,, Departmental Management Committee retreats, corporate committee meetings, and planning conferences including agendas, records of decisions, and documentation concerning corporate planning will be maintained. ***Storage Medium:*** Mixture of hard copy and electronic storage on disks and the network. ***Program Record Number:*** CIC SPP 665

Research
Description: Strategic Policy, Planning and Research conducts research and provides information and advice to support policy and program development in the areas of immigration and citizenship. Research reports, surveys, studies, working papers, statistical tables, data and other information related to international migration, immigration control and security concerns, the impacts of immigration on Canadian society and culture and integration of immigrants in Canada and the impacts of legal and illegal immigration on the Canadian economy, labour force, labour market and population and on the adjustment and integration of immigrants in Canada. Correspondence, specifications, contracts and other files related to the administration and the production of research. ***Storage Medium:*** Mixture of hard copy on paper and electronic storage on computer disks, tapes and diskettes ***Program Record Number:*** CIC SPP 619

♦ Departmental Delivery Network

Immigration Health Services Records

Description: Information on the assessment of prospective immigrants and refugees to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the Immigration Act and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the Immigration Act, Department of Health and Welfare Act and various Orders-in-Council; and provision of medical advice to the Department on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. ***Topics:*** Co-operation and liaison; medical examination of immigrants and refugees; diseases in immigrants; passed cases; Immigration Medical Review Board; Immigration medical records. ***Storage Medium:*** Database, paper files. ***Program Record Number:*** HWC MSB 236

♦ International Region

Immigration Health Program Records

Description: information on the assessment of prospective immigrants and refugees to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the Immigration Act and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the Immigration Act, Department of Health and Welfare Act and various Orders-in-Council; and provision of medical advice to the Department on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. ***Topics:*** Co-operation and liaison; medical examination of immigrants and refugees; diseases in immigrants; passed cases; Immigration Medical Review Board; Immigration medical records. ***Storage Medium:*** Database, paper files. ***Program Record Number:*** HWC MSB 235

International Service

Description: Information on matters relating to Canadian immigration services. ***Topics:*** Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; federal-provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts' operations; recruitment and selection; convention and other refugees and designated classes; organizations including IMO, UNHCR and UNRWA; voluntary agencies refugee centres and re-establishment; humanitarian assistance; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects. ***Storage Medium:*** Paper. ***Program Record Number:*** EAC JFB 022

♦ Enforcement Branch

Enforcement

Description: General correspondence relating to Enforcement activities, including letters, briefing notes and ministerial correspondence; policies, statistics, directives, manuals, operational memoranda on the specific Immigration Enforcement functions and obligations; the Immigration Act and Regulations, proposed amendments thereto, historical amendments and Regulatory Impact Analysis Statements (RIAS), and other related statutory instruments. ***Topics:*** Port of Entry Investigations and Removals/Hearings and Detention: Policies, guidelines, procedures, and correspondence concerning the following subjects, and issues resulting therefrom:

- Primary and secondary examinations;
- Examinations of Canadian citizens, registered Indians, returning residents and Minister's Permit holders;
- Examination of immigrants;
- Processing student authorizations;
- Examinations of visitors and foreign workers;
- Lookouts;
- Operation of Ports
- Preparation of section 20 reports, voluntary withdrawal, and directions to return to the United States;
- Senior Immigration Officer functions at ports of entry;
- Maritime procedures;
- Search, seizure of documents and private vehicles, fingerprinting and photographing;
- Holding, detaining and seizing vehicles operated by transportation companies;
- Obligations and liabilities of transportation companies
- Verification of departure at ports of exit;
- Temporary entry of business persons under the North American Free Trade Agreement (NAFTA);
- Reciprocal Arrangement with the United States
- Memorandum of Understanding with Revenue Canada (Customs)
- Memorandum of Understanding with Health Canada
- Canada/US Border Accord on our Shared Borders (Can/Pass; Remote Area Border Crossing Project (RABC));
- Treaty on Mutual Legal Assistance with the United States
- Transfer of Prisoners Program
- Investigations (peace officer status; use of force; police liaison);
- Searches and seizure;
- Arrests with warrant;
- Arrests without warrant;

- Preparation of section 27 Reports;
- Special treatment of unaccompanied minors
- Detentions pursuant to the Immigration Act;
- detention reviews;
- testifying
- Alleged war ciminals
- Immigration inquiries before an Adjudicator;
- Determinations of eligibility under the Immigration Act to have a claim to be a Convention refugee referred for determination;
- Re-determinations of eligibility to have a refugee claim determined where individual has been convicted of a serious criminal offence;
- Re-determination of eligibility to have a refugee claim determined where the claim is based on fraud or misrepresentation of a fact material to eligibility;
- Nullification of multiple refugee claims;
- Senior Immigration Officer functions in the issuance administrative removal orders and with respect to detention and release;
- Appeals to the Immigration Appeal Division from removal orders issued against permanent residents, returning residents, Convention refugees, or visa holders;
- Appeals to the Immigration Appeal Division from refusals of sponsored applications for permanent residence by members of the family class;
- Appeals to the Immigration Appeal Division by the Minister from the refusal of an adjudicator to issue a removal order;
- Interventions and participation by the Minister in refugee claims being heard by the Convention Refugee Determination Division;
- Applications by the Minister to the Convention Refugee Determination Division to vacate the Convention refugee status of specific individuals;
- Applications by the Minister to the Convention Refugee Determination Division for a determination that an individual has ceased to be a Convention refugee;
- Removals from Canada of individuals subject to removal orders (voluntary removal; departure orders; logistics of removal; verification of departure; travel documents; escorts; removal arrangements with other countries);
- Seizing and returning documents
- CPIC access and warrant management (personnel security; office security; Immigration Warrant Response Centre role; disclosure of CPIC information);
- Cash deposits and performance bonds;
- Judicial review by the Federal Court of Canada of decisions made pursuant to the Immigration Act;
- Issuance of Minister's Danger Opinions;
- Seizure of documents from international mail and courier systems;
- Information on the impact of International Tribunals on the Enforcement program, particularly the Convention on the Rights of the Child;
- Our Missing Children Program;
- General information on cooperation and liaison activities with law enforcement agencies, in particular the RCMP and CSIS;
- Memorandum of Understanding with the Correctional Service of Canada respecting the Exchange of Information;
- Reciprocal Arrangement with the United States;
- Memorandum of Understanding with CPIC Services;
- Memoranda of Understanding with various police agencies;
- Administrative Framework Agreement with the Immigration and Refugee Board;
- Removals Arrangements with Jamaica, Vietnam, Slovenia, the Czech Republic, and Hong Kong.

Intelligence and Interdiction: policies, guidelines, procedures, statistics, correspondence and reports concerning the following subjects and the issues resulting therefrom:

- Enforcement activities involving organized illegal migration and smuggling;
- Cooperation and liaison with international enforcement agencies concerned with illegal migration;
- Interdiction exercises;
- Fraudulent document identification;
- Undocumented arrivals
- Arrival of improperly documented arrivals at Canada's ports of entry;
- Illegal marine arrivals;
- Visitor visa imposition and exemptions;
- International migration trends; special population movements as a result of civil war, social/political upheaval, and natural disasters;
- Document vendors, couriers, and alien smugglers;
- Client card project
- Documents required by persons seeking to enter Canada.
- Various means used for establishing identity, disembarkation cards, entry and exit permits, fingerprints, and photographs;
- Canadian and non-Canadian passports, identification requirements, exceptions and regulations;
- Canadian and non-Canadian visas, regulations, agreements, visitor visa requirements, exemptions, diplomatic and courtesy visas;
- Documentation required for ship crew members, and the use of crew manifests;

- Intergovernmental Consultations on Refugee Asylum Policies and Migrations in Europe, North America and Australia (Working Group on Return and Working Group on Trafficking of Aliens);
- G-8 Lyon Sub-Group on Migration;
- Border Vision Interdiction Working Group;
- Intelligence bulletins

Storage Medium: Paper and magnetic tapes. ***Program Record Number:*** EIC IMM 075

Transportation

Description: Information on the transportation of persons to, from or within Canada. ***Topics:*** Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; administration fees, deposit of security for persons conveyed in companies' vehicles; responsibilities and regulations of travel agencies. ***Access:*** Files are arranged by subject, company, committee or organization. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 085

♦ Integration Branch

Citizenship Division

Description: Information concerning integration policy, language acquisition, newcomer orientation, citizenship education, and promotion of the value of Canadian citizenship. ***Topics:*** Application of citizenship legislation; claims to Canadian Citizenship; status of Canadian citizens and recognition of British subjects; citizenship by naturalization; acquisition of Canadian citizenship; certificates of citizenship; residence requirement; prohibitions; violation and penalty for offence against acts or regulations; hearings; Citizenship Judges; Citizenship Courts; oaths and declarations; loss of citizenship and exemptions; resumption of citizenship; statelessness; dual nationality; Citizenship Act; Citizenship regulations; authority of Governor in Council; repeal of Naturalisation Act and Canadian Nationals Act; manuals and documentary evidence. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** CIC CCP 045

Inegration Promotion Division

Description: Information concerning citizenship policy, citizenship legislation, citizenship promotion and education, community partnerships. ***Topics:*** Educational resources which support integration of newcomers and citizenship applicants, promotional citizenship initiatives which includes Citzin.ca, a youth oriented Internet site, and development and distribution of resources for immigrant integration, (Settlement/Integration Clearinghouse), citizenship preparation, and support for the Citizenship Courts, and community partnerships. ***Storage Medium:*** Paper and magnetic tapes and electronic medium. ***Program Record Number:*** CIC CCP 046

Settlement Division

Description: Policy, operations and correspondence on programs designed to help immigrants adjust to Canadian life. ***Topics:*** General settlement counselling and orientation assistance; language training; co-operation with and funding for Service Provider Organizations (SPOs); reception, and counselling services in Canada and abroad. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC IMM 130

Service Line Support Division

Description: Computerized information systems for financial, personnel, administrative and operation performance, planning and accountability process and Branch-wide topics related to policy. ***Topics:*** Correspondence; status reports; minutes of meetings, budgets, commitments and expenditures; travel advances and claims; performance information; records on the Branch's input to the corporate planning and accountability processes; and documentation and reports on Branch related policy topics. ***Storage Medium:*** Mixture of hard copy and electronic storage on disks and the network. ***Program Record Number:*** CIC CCP 047

♦ Refugees Branch

Refugee Determination

Description: Policies, procedures and general information on the process of making a claim for refugee status in Canada and its disposal by the competent authority. ***Topics:*** Policies and procedures related to the documentation and control of persons claiming refugee status in Canada, the terms and conditions of their stay in Canada, including welfare, legal aid and employment and the procedures for judicial review. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 151

Refugees and Displaced Persons

Description: Policies, procedures and general information on the admission of refugees and displaced persons. ***Topics:*** Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CIC and Canadian, provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the United Nations High Commissioner for Refugees and the Immigration and Refugee Board. ***Access:*** Files are arranged by subject, country, organization or group. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** EIC IMM 125

♦ Selection

Business Immigration
Description: General correspondence, Regulations, Guidelines, policies and procedures relating to the administration of the Immigrant Investor, Entrepreneur and Self-Employed Programs. Project files for proposals submitted under the Immigrant Investor Program, including copies of private placement offerings, monitoring records and reports, correspondence, marketing materials, etc. ***Topics:*** Policies and procedures relating to the admission of persons under the Entrepreneur/ Investor/Self-Employed categories. Monitoring and statistical information regarding volume of persons admitted, funds invested, general use of funds, destinations of Business immigrants, etc. ***Storage Medium:*** Paper and magnetic media. ***Program Record Number:*** CIC IVR 002

Immigrant Loans Program
Description: Immigrant loans are designed to help immigrants adjust to Canadian life and to gain access to the labour market. ***Topics:*** General settlement assistance; assistance loan, clothing, medical examinations, Right of Landing Fee, emergency assistance; immigrant loans provided to those persons accepted as immigrants. ***Storage Medium:*** Paper and electronic files. ***Program Record Number:*** EIC IMM 131

Immigrant, Student and Temporary Worker Programs
Description: Information concerning regulatory requirements related to the extension of temporary admission to Canada and the acquisition of permanent residence in Canada. ***Topics:*** Policies and procedures, including operations memoranda for the information and direction of immigration officers and staff in Canada, related to the determination of applications for extensions of temporary entry of students and workers to Canada; applications for permanent residence; and, the sponsorship of relatives from abroad. ***Storage Medium:*** Paper and magnetic media. ***Program Record Number:*** CIC IVR 001

Records of Entry
Description: Vital statistics (surname, given names, date of birth, Canadian port of entry) of all persons entering Canada as permanent residents and certain categories of visitors that must be documented (See also EIC PPU 230 Permanent Resident Data System). ***Topics:*** Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a visitor; of a student authorization; of employment and employment authorization; of a ministerial permit; of a ship deserter; of deportation (removal orders, deportation orders, departure notices, confirmations of departure). ***Access:*** Master index files arranged by surname; ships' names and by port of entry. ***Storage Medium:*** Microforms. ***Program Record Number:*** EIC IMM 115

Special Events – Entry to Canada
Description: Information on how to conduct examinations, and on the admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. ***Topics:*** Policies and procedures on special events generally; championships and contests; the Commonwealth Games; expositions; the Olympic Games. ***Storage Medium:*** Paper. ***Program Record Number:*** EIC IMM 090

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

♦ Case Management Branch

Immigrant Case File
Description: This file may contain some or all of the following types of information: Applications for permanent

resident and refugee status, assessments by immigration officers, details concerning health, past criminality, financial status, education and professional experience, removal documentation and Minister's Permits, including computer based information (FOSS, CAIPS, E-Mail). The file may contain information on an immigrant's earlier status in Canada (e. g. employment authorization information, etc.) It may include all or part of the same information regarding any other person named in the application. It may include information on the sponsor and information from EIC PPU 290. It may also include the name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Persons seeking access to this information bank must supply their date of birth, approximate date of entry into Canada and port of entry. ***Class of Individuals***: Persons accepted or refused admission to Canada as permanent residents, Convention refugees, visitors, immigrants, permit holders; persons seeking approval of criminal rehabilitation; persons seeking landing under 38(1) of the Immigration Act; persons declared a danger to the public by the Minister under the Immigration Act; persons under enforcement action in Canada; persons who are the object of litigation before courts or administrative tribunals in matters relating to immigration ***Purpose:*** This personal information relates to the immigrant's applications for permanent or temporary admission to Canada and subsequent decisions for which purpose the bank was established. Information is used in the administration and enforcement of immigration legislation, as required. ***Consistent Uses:*** The information may be used or disclosed in the administration and enforcement of the Immigration Act and the detection, suppression and prevention of immigration offenses. The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and Refugee Board, Foreign Affairs International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i. e. , Malton Neighborhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e. g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U. S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration and Refugee Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records), IRB PPU 145 (Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Paper records are normally retained 2 years after the last administrative action. Information on persons known or suspected of engaging in activities contrary to the Immigration Act is retained 5 years after the last administrative action. Information on controversial cases is retained 10 years after the last administrative action. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes ***Contact:*** National Headquarters Files; Director General, Case Management Branch; Regional files: Manager, Canada Immigration Centre where the file is held (consult telephone directory for address) ***Related to PR#:*** EIC IMM 120 ***TBS Registration:*** 001972 ***Bank Number:*** EIC PPU 225

Immigration Security Review, War Crimes/Crimes against Humanity and Organized Crime Data Banks
Description: These banks may include information gathered by Canadian or foreign investigative bodies or law enforcement agencies on persons who are associated with criminal organizations or whose admission or presence in Canada may be dangerous to Canadian security. ***Class of Individuals:*** Persons seeking admission to Canada, as well as those already in Canada as visitors, permanent residents of Canada and Minister's Permit holders who are known to engage or are suspected of engaging in activities contrary to the

Immigration Act. ***Purpose:*** Information may be used to refuse admission to Canada or to expel persons from Canada. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting or investigations related to immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada-Quebec Accord) or arrangement. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Other uses may include the sharing of information with the Immigration and Refugee Board, Revenue Canada (Customs and Excise), Foreign Affairs International Trade Canada as well as with provincial or municipal government departments under the terms of an agreement and for research purposes. It may also be shared with foreign governments such as U. S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. Information obtained from, Foreign Affairs International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records), IRB PPU 145 (Research Director, Claim Specific Information, CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Information on controversial cases, such as those involving organized crime, is retained 10 years after the last administrative action. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes. Information regarding known and suspected terrorists is retained for 50 years unless the information is deleted by the originating office. Information regarding persons known to have committed war crimes or crimes against humanity is retained for 50 years. ***Contact:*** Director General, Case Management Branch (See Key Addresses at beginning of the book) ***Related to PR#:*** EIC IMM 105 ***TBS Registration:*** 002369 ***Bank Number:*** EIC PPU 260

♦ Finance and Administration

Accounts Receivable Information System (ARIS)
Description: This bank contains information relating to accounts receivable, other than immigration loans which are owed by individuals to the Department. It is a computerized record of accounts receivable and all the transactions affecting those accounts. Each record contains the name, address, age, sex, marital status, Social Insurance Number and preferred language of the debtor, together with information relating to the reason for, the amount and the repayment method of the account receivable. ***Class of Individuals:*** All individuals who have received overpayments under Citizenship and Immigration Canada programs, other than Immigration Transportation loans, or who have accounts receivable; Transportation companies subject to the Immigration Act, for either the collection of administration fees or the recovery of removal costs or other Immigration Act related recoverables. ***Purpose:*** This information was compiled and obtained to facilitate the collection of accounts receivable in compliance with Treasury Board directives on maintaining records of all such accounts owed to Canada. Information is also collected in compliance with the requirements of the Public Accounts of Canada and with various directives from the Receiver General for Canada. ***Consistent Uses:*** Accounts receivable are reported in the Public Accounts of Canada. This bank is matched with the individual income tax return (RCT PPU 005) to trace individuals and pursue the collection of debts due to the Crown. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Statements, vouchers, ledgers and registers on paper are retained for six years. Magnetic tape records are retained for three years. ***Contact:*** Director, Financial Policy and Systems Directorate (See Key Addresses at beginning of the book) ***TBS Registration:*** 002403 ***Bank Number:*** CIC PPU 164

Immigration Program Accounts Receivable (IPAR)
Description: This bank includes the following information: Name, address, telephone number and Social Insurance Number of individuals against whom administrative fees have been levied or to whom loans have been made and also includes amounts paid, repaid and outstanding, credit reports, tracing actions, and comments of immigrants and collecting officers and related correspondence. Information is duplicated in part on the Transportation, Admissibility and Assistance Loans Programs file. (CIC PPU 305) ***Class of Individuals:*** Immigrants, Convention Refugees or Designated Classes and new arrivals without sufficient assets to pay transportation costs, establish admissibility (medical costs overseas) or who are in need of financial assistance upon arrival and have received transportation, admissibility or assistance loans. ***Purpose:*** This bank is used to record and monitor the collection of outstanding loans and related administrative fees. It is a computerized record of loans and administrative fees. A manual file is also maintained on overpayment recovery activity. ***Consistent Uses:*** This bank is also matched with the Individual Income Tax Return (RCT PPU 005) in order to trace individuals and pursue the collection of debts due the Crown. Information from this bank may be used by

Citizenship and Immigration Canada for purposes of research, planning, evaluation, statistics and internal audit and may be provided to private research firms for this purpose. It may also be shared with Private Collection Agencies for collection purposes. ***Retention and Disposal Standards:*** The files are retained for 6 years after the fiscal year during which the loan or administrative fee is paid for or written off. ***Contact:*** Director, Financial Policy and Systems Directorate (See Key Addresses at beginning of the book). ***Related to PR#:*** CIC FIN 060 ***TBS Registration:*** 002760 ***Bank Number:*** EIC PPU 435

Service Contracts

Description: The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract and assessments of the contractor's performance. ***Class of Individuals:*** Individuals and/or companies who have signed service contracts with Citizenship and Immigration Canada. ***Purpose:*** The information may be used to determine terms of payment, contract extension or renewal, and in other decisions pertaining to the contract. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistic, research and evaluations. ***Retention and Disposal Standards:*** The files are retained for 6 years after the fiscal year during which the contract was terminated. Contact: At National Headquarters: Director, Administration, National Office (See Key Addresses at beginning of the book) or Regional Chiefs of Materiel Management (See addresses at the end of the Citizenship and Immigration Canada chapter). ***PAC Number:*** 86-001 ***TBS Registration:*** 001785 ***Bank Number:*** CIC PPU 425

♦ Human Resources Branch

Application for Employment

Description: Information in this bank includes curricula vitae and related correspondence of persons interested in working for Citizenship and Immigration Canada and requests for transfers from employees of other departments within the federal government ***Class of Individuals:*** All applicants for employment with CIC are identified in the bank. ***Purpose:*** to maintain a record of applications for employment with CIC. ***Retention and Disposal Standards:*** These records are retained for a period of six months. ***Contact:*** Director, Executive and Career Management Services, Human Resources, National Office (See the addresses at the end of the Citizenship and Immigration Canada chapter). ***TBS Registration:*** 001970 ***Bank Number:*** CIC PPU 420

♦ Executive Services

Access to Information Requests

Description: This bank contains Access Request Forms sent by individuals pursuant to the Access to Information Act, the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed or on complaints handled may also be included, as well as information on right of access by virtue of being a Canadian citizen, permanent resident or in a class created by order-in-council. Requests for immigration records may include immigration-related correspondence containing immigration file numbers, date and country of birth and status in Canada. ***Class of Individuals:*** Canadian citizens, permanent residents and other persons approved by the Governor in Council who have requested access to information held by CIC, as well as persons who have authorized Canadian citizens or permanent residents to request access to their personal information on their behalf. ***Purpose:*** Information in this bank is used to process requests under the Access to Information Act and to report on the number and type of requests received, fees collected, administration costs and complaints handled. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** These request files are retained for two years after the last administrative action. ***Contact:*** Director, Public Rights Administration, National Office (See Key Addresses at beginning of the book). ***Related to PR#:*** CIC SEC 040 ***TBS Registration:*** 002393 ***Bank Number:*** CIC PPU 410

Human Rights Case Files

Description: This bank contains copies of documents, correspondence and other forms of communication or information relating to complaints filed by individuals under the Canadian Human Rights Act against Citizenship and Immigration Canada and with the Canadian Human Rights Commission. ***Class of Individuals:*** Persons who have filed complaints against CIC under the Canadian Human Rights Act. ***Purpose:*** The information was collected in order to retain copies of all material relevant to complaints so that they may be analyzed and resolved. ***Consistent Uses:*** Summary complaint data are used for management information purposes, and depersonalized individual case data are used for training purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** The files are retained for two years after the last administrative action. ***Contact:*** Director, Public Rights Administration, National Headquarters (See Key Addresses at beginning of chapter.) ***Related to PR#:*** CIC SEC 045 ***TBS Registration:*** 002394 ***Bank Number:*** CIC PPU 415

Information Disclosures to Investigative Bodies

Description: The bank contains copies of requests for disclosure of personal information in letter form or Treasury Board form 350-56 (83/2) (Request for Disclosure to Federal Investigative Bodies) submitted to CIC under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such

requests and particulars related to their processing. ***Class of Individuals:*** Persons under investigation by federal or provincial investigative bodies pursuant to law. ***Purpose:*** The bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to report to the Privacy Commissioner on the number of these requests. ***Retention and Disposal Standards:*** These files are retained for two years after the administrative action. ***Contact:*** Director, Public Rights Administration, National Office (See Key Addresses at beginning of the book.) ***Related to PR#:*** CIC SEC 040 ***TBS Registration:*** 002373 ***Bank Number:*** CIC PPU 400

Privacy Act Requests

Description: This bank contains the Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. ***Class of Individuals:*** Individuals who apply under the Privacy Act for their personal file. ***Purpose:*** information in this bank is used for processing requests for personal information made under the Privacy Act and to report on the access requests and complaints handled annually. ***Consistent Uses:*** The information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Files are kept for 2 years after the last administrative action. ***Contact:*** Director, Public Rights Administration, National Office (See Key Addresses at beginning of chapter) or Regional Privacy Advisor (See the addresses at the end of the Citizenship and Immigration Canada chapter). ***PAC Number:*** 85-001 ***TBS Registration:*** 001783 ***Bank Number:*** CIC PPU 405

♦ Departmental Delivery Network

Application and Assessment for Canadian Citizenship

Description: This bank contains a record of persons who have been issued a certificate of Canadian citizenship or naturalization, a certificate of renunciation of Canadian citizenship or a letter reflecting the information contained in citizenship records or of persons whose birth abroad has been registered with the Canadian government. It also contains a record of persons whose Canadian citizenship has been revoked. This bank contains personal information such as the name, sex, date and place of birth and physical description of individuals on whom a record is kept. Historical records are available from 1854 however, they are incomplete prior to 1918. Those seeking access to these records must provide the name and date and place of birth and, where applicable and obtainable, the number of the Canadian citizenship or naturalization certificate which was issued. ***Class of Individuals:*** Individuals who have applied for naturalization in Canada, Canadian citizenship or renunciation of Canadian citizenship, whose birth abroad has been registered with the Canadian government or who have requested a letter clarifying their Canadian citizenship status as well as individuals whose Canadian citizenship has been revoked. ***Purpose:*** This bank is maintained in order to determine the Canadian citizenship status of individuals and to facilitate the processing of applications for or proofs of Canadian citizenship. ***Consistent Uses:*** For the purpose of administering the Citizenship Act and Regulations and other related Acts and for the purpose of confirming the Canadian citizenship status of individuals, information may be shared with Immigration, the Royal Canadian Mounted Police, the Canadian Security and Intelligence Service for the purpose of conducting security reviews or investigations related to immigration legislation, Elections Canada, Foreign Affairs and International Trade Canada, the Federal Court of Canada and the Immigration Program. Lists of the names and addresses of new Canadian citizens (with written consent) may be supplied to the Prime Minister of Canada, to respective members of Parliament for the sole purpose of sending congratulatory letters. Confirmation of Canadian citizenship status may be provided to The Chancellery in support of nominations to the Order of Canada. Confirmation of Canadian citizenship status may also be provided to the spouses, children and other relatives of naturalized Canadian Citizens in order to assist them in acquiring a benefit. Information on individuals deceased more than 20 years may also be disclosed for genealogical research purposes. ***Retention and Disposal Standards:*** These records are retained on microfilm indefinitely. ***Contact:*** ATIP Coordinator, Case Processing Centre(CPC), Citizenship and Immigration Canada, P. O. Box 7000, Sydney, Nova Scotia, B1P 6V6. Facsimile number 1-902-564-2950. ***TBS Registration:*** 003584 ***Bank Number:*** MCC PPU 050

Foreign Student Records and Case File

Description: This bank may contain information such as name, birth date, country of citizenship, sex, marital status, accompanying family members, nature and duration of studies, name and address of institution being attended and availability of funds. The file may also contain details concerning health and criminality, the name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Depending upon circumstances of issue, information may be held at a Canada Immigration Centre, the Case Processing Centre, Vegreville/Alberta and/or at posts abroad and may be found in EIC PPU 295 and 300. Persons seeking access to this bank must supply their name, date of birth and approximate date of temporary admission to Canada. ***Class of Individuals:*** Persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course. ***Purpose:*** The purpose of this bank is to record information pertaining to persons temporarily in Canada

who are lawfully engaged in any recognized academic, professional or training course, information issued in the administration and enforcement of immigration legislation with respect to the length and purpose of stay in Canada. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada-Québec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and Refugee Board, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i. e. , Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e. g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U. S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records)), IRB PPU 145 (Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Information is kept at CIC/CPC offices for the duration of the student's temporary stay or for 2 years from the date of last action on the case, whichever is longer. At posts abroad, the period of retention is 2 years from last action. Machine readable records are kept 15 years; microfilms are kept 65 years. ***Contact:*** Director, Case Processing Centre, Vegreville/Alberta; Manager, Canada Immigration Centre (consult telephone directory for address). ***Related to PR#:*** EIC IMM 115 ***TBS Registration:*** 001983 ***Bank Number:*** EIC PPU 290

Immigration Medical Records

Description: This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this bank must supply their full name (including alias), date of birth and date and place of medical examination. ***Class of Individuals:*** Persons applying for permanent and temporary residence in Canada – visitors, students, temporary workers and persons in Canada on a Minister's Permit. ***Purpose:*** The bank is used to access the medical status of persons applying for permanent and temporary residence in Canada or for refugee status. The information is used in the administration and enforcement of the Immigration Act. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Other uses may include the sharing of some information with the departments of Health Canada and Foreign Affairs and International Trade Canada as well as with provincial/territorial government departments responsible for assisting in immigration settlement and for the purposes of administering their public health program or enforcing the immigration legislation. ***Retention and Disposal Standards:*** Records are retained according to the various assessment categories. ***Contact:*** Manager, Medical Applications Unit, Immigration Health Services at National Headquarters (see beginning of the book for key addresses). ***TBS Registration:*** 002723 ***Bank Number:*** EIC PPU 010

Permanent Resident Data System

Description: Records in this bank contain such data as demographics, birth date and place, citizenship, language, accompanying family members, passport number and country of issue, immigration category, country of last permanent residence, education, intended occupation, money in possession on arrival in Canada, destination address and person willing to help, assisted passage warrant number, visa or letter of pre-examination data, authorization number, office of issue and date, medical data, admission date and other information pertaining to admission. To access this bank the individual's name at entry, date of birth and year of entry are required. To access data concerning landing years 1919 to 1921, additional information is required such as

country of birth, port of entry, vessel (if applicable) and names of accompanying family members. Landing records prior to 1919 (as of January 1, 1998, prior to 1935) are in the custody and control of the National Archives of Canada. ***Class of Individuals:*** Persons who have been granted permanent residence in Canada. ***Purpose:*** The purpose of the bank is to record the legal permanent admission of immigrants to Canada. It is used to verify the right of persons to remain in Canada. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada-Québec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and Refugee Board, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i. e. , Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e. g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and, Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records)), IRB PPU 145 (Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Records are maintained on magnetic tape as well as on microfilm images of source documents and are kept for 65 years. ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Related to PR#:*** EIC IMM 115 ***TBS Registration:*** 001974 ***Bank Number:*** EIC PPU 230

Temporary Worker Records and Case File

Description: The bank may contain information such as name, birth date, country of citizenship, sex, marital status, accompanying family members, address in Canada, personal qualifications, experience, nature of work, name and address of employer and Social Insurance Number. The file may also contain details concerning health and criminality and information from EIC PPU 290 name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Persons seeking access to this bank must supply their date of birth and approximate date of temporary admission to Canada. ***Class of Individuals:*** Persons temporarily in Canada who are employed. ***Purpose:*** to record information pertaining to persons temporarily in Canada who are employed. Information may be used in the administration and enforcement of immigration legislation with respect to the length and purpose of the visitors' stay in Canada as well as any conditions governing the nature and locale of their employment. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada-Québec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and

Refugee Board, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i. e. , Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e. g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U. S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records)), IRB PPU 145 (Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. The information may also be shared with workers` compensation boards or Employment Insurance. ***Retention and Disposal Standards:*** Paper records are maintained for 2 years after last administrative action at CIC offices. Employment authorizations are microfilmed and retained for 15 years at Immigration Headquarters. At posts abroad, the period of retention is 2 years after last administrative action. ***Contact:*** Director, Case Processing Centre, Vegreville/Alberta, Manager, Canada Immigration Centre (consult telephone directory for address) ***Related to PR#:*** EIC IMM 115 ***TBS Registration:*** 001984 ***Bank Number:*** EIC PPU 295

Visitor Case File

Description: Records in this file may include the following information: name, date and country of birth, country of citizenship, marital status, address in Canada and abroad, accompanying family members, details concerning health, past criminality, details of financial status, length of authorized stay and date of original entry, name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Information is held at the Case Processing Centre, Vegreville/Alberta; Canada Immigration Centres, and at Immigration headquarters in Ottawa in cases receiving specific further consideration. Persons seeking access to this information bank must supply their date of birth, approximate date of permit and office of issue. ***Class of Individuals:*** Visitors to Canada. ***Purpose:*** to record information pertaining to documented visitors to Canada, except those authorized to participate in employment or training under section 10 of the Immigration Act. Information may be used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada-Québec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and Refugee Board, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i. e. , Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e. g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U. S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records)), IRB PPU 145 (Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or

enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Paper records are kept normally for 2 years after the last administrative action. Information on persons known or suspected of engaging in activities contrary to the Immigration Act is retained 5 years after the last administrative action. Microfilmed records are kept for 65 years. ***Contact:*** Director, Case Processing Centre, Vegreville/Alberta; Manager, Canada Immigration Centre (consult telephone directory for address). ***Related to PR#:*** EIC IMM 115 ***TBS Registration:*** 001982 ***Bank Number:*** EIC PPU 285

♦ International Region

International Service: Overseas Immigration Case Files

Description: The bank contains information on persons who apply at posts abroad for permanent resident, visitor, temporary worker or student status, returning resident or minister's permits or persons who attempt or are suspected of seeking to enter Canada illegally or counsel or assist any persons seeking to enter Canada by any means. Records in the bank may contain some or all of the following: applications; certificates of birth, death, marriage, divorce, separation, adoption, and education; employment experience and references; statements of assets and bank, trust, and brokerage statements; property holdings; business investments, and medical reports. Persons seeking access to this information bank should provide their date of birth and, if possible, their Visa Office file number. ***Class of Individuals:*** Individuals who have applied for permanent resident, visitor, temporary worker or student status or returning resident or minister's permit at posts abroad. Individuals who are known to or are suspected of seeking to enter Canada illegally or participating in illegal entry activities. ***Purpose:*** The information contained in this bank may be used in the administration and enforcement of immigration legislation. The bank serves as a repository for detailed and summary documentation on those persons wishing to visit or immigrate to Canada and persons involved in the facilitation thereof. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Consistent uses may include sharing information with Citizenship, Foreign Affairs International Trade Canada, the Immigration and Refugee Board, the Department of Justice, Revenue Canada Taxation, the Solicitor General and departments of provincial governments with an input into Immigration Affairs, the United Nations High Commissioner for Refugees, and the International Organization for Migration (OIM). ***Retention and Disposal Standards:*** Applications for Permanent Residence only (C&I form IMM8) for those persons who have received an Immigrant Visa and Record of Landing (C&I form IMM1000) since 1988 are retained for a period of 65 years. All other paper records are normally destroyed two years after the last administrative action. Information on persons known or suspected of engaging in activities contrary to the Immigration Act is destroyed five years after the last administrative action. Information on controversial cases, such as those involving organized crime, is destroyed ten years after the last administrative action. ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***TBS Registration:*** 000344 ***Bank Number:*** EAC PPU 015

♦ Enforcement Branch

Enforcement Data System

Description: The bank contains information from the enforcement records of persons who have come under examination at a port of entry or investigation at an inland Canada Immigration Centre. The bank includes a report from an immigration officer and a record of the inquiry, appeal and removal process. Records may include name, address, birth date, country of birth, enforcement action undertaken (i. e. a report, arrest, inquiry or removal under the Immigration Act), and the date and place of each event in the process. The deportation order is available on persons subject to the removal process from January 1, 1973. Some of the information may be duplicated in the Immigrant Case File (EIC PPU 225) and the Permanent Resident Data System (EIC PPU 230). Persons seeking access to this information must supply their name, date of birth, approximate date of entry to Canada and port of entry. ***Class of Individuals:*** Persons who have been subject to the enforcement provisions of the Immigration Act of Canada. ***Purpose:*** The purpose of this bank is to help determine the admissibility of persons to Canada or the right of persons to remain in Canada, and to produce statistical reports in support of the enforcement function. ***Consistent Uses:*** Information is also used by the Department of Human Resources Development (HRD) and by the Immigration Appeal Division, IRB. Other uses may include sharing information with CSIS, the Department of Justice, Solicitor General Canada and other divisions of the Immigration and Refugee Board (IRB). Information may be shared between the Immigration Appeal Division of the IRB (PPU IRB 110) and Adjudication (PPU IRB 140). Information may be shared with Immigration, the Royal Canadian Mounted Police, the Canadian Security and Intelligence Service for the purpose of conducting security reviews or investigations related to immigration legislation, Information is shared with Statistics Canada for statistical purposes and with Foreign Affairs International Trade Canada for statistical and planning purposes. It may also be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. The information is also shared with Revenue Canada (Customs and Excise) to aid the officers at the Primary Inspection Line (PIL) in referring persons to Immigration for further examination. ***Retention and Disposal Standards:*** Paper records are normally retained ten years after the last administrative action.

Information is retained for 50 years and microfilmed information is retained for 15 years at National Headquarters Immigration headquarters in Ottawa. ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address). ***Related to PR#:*** EIC IMM 095 ***TBS Registration:*** 001980 ***Bank Number:*** EIC PPU 270

Enforcement Information Index System
Description: This bank contains summary information gathered by Canadian or foreign law enforcement agencies or investigative bodies on persons whose entry and re entry to Canada would be dangerous to Canadian security. ***Class of Individuals:*** Persons seeking admission to Canada, and some permanent residents of Canada. ***Purpose:*** This bank is used for identifying the above individuals and subjecting them to a more detailed immigration examination. Information may be used for internal audit purposes. ***Consistent Uses:*** Information may be shared with Revenue Canada (Customs and Excise), International Trade Canada, the Immigration and Refugee Board, Foreign Affairs, RCMP and CSIS to facilitate the examination and to conduct criminal and security investigations related to immigration legislation. It may be shared with foreign governments such as the USINS pursuant to an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Automated information is retained for 50 years. Band microfilmed information is retained for 15 years. ***Contact:*** Director General Enforcement Branch (See Key Addresses at beginning of the book). ***Related to PR#:*** EIC IMM 075 ***TBS Registration:*** 002370 ***Bank Number:*** EIC PPU 265

Remote Area Border Crossing Permit (RABC)Program
Description: This bank will contain the name, date of birth, citizenship or resident status, address, indication as to whether the applicant has ever been convicted of a criminal or narcotics offence, contravention of a criminal or narcotics offence, contravention of Immigration, customs or Fish and Game laws, reason for entering Canada and phone numbers. ***Class of Individuals:*** Citizens and permanent residents of Canada, in addition to citizens and permanent residents of the United States who are frequent travellers between Canada and the United States and who apply for a RABC permit to facilitate entry to Canada. ***Purpose:*** This personal information relates to the applicants' request for a Remote Area Border Crossing Permit and will be used to determine his/her eligibility. ***Consistent Uses:*** U. S. applicants will have personal data checked against Immigration and Customs Enforcement data banks to establish whether adverse information exists which would affect their admissibility to Canada. Persons who admit to criminal convictions on their applications may necessitate further checks with U. S. Authorities and/or Canadian police data banks. The names and data of Canadian applicants will be checked by Revenue Canada (Customs and Excise) to establish whether any narcotics convictions or smuggling offenses exist. ***Retention and Disposal Standards:*** Paper records are normally kept 2 years after the last administrative action. In some cases which involve complex issues/proceedings, they are kept for 10 years. ***Related to PR#:*** EIC IMM 115 ***TBS Registration:*** 002922 ***Bank Number:*** EIC PPU 115

♦ Integration Branch

Immigrant Settlement and Adaptation Program (ISAP)
Description: The bank may contain names, addresses and other information pertaining to individual members or representatives of Service Provider Organizations (SPO's) and clients enrolled with these SPOs' job-finding clubs. The clubs help find employment for newly arrived immigrants. Access to this bank may be gained by providing the name and address of the organization. ***Class of Individuals:*** Members or representatives of service provider organizations that provide immigrant settlement and adaptation services for Citizenship and Immigration Canada on a contract basis and participating members of these organizations' job-finding clubs. ***Purpose:*** The purpose of this bank is to provide a list of the contracted service provider organizations and their job-finding clubs. The information may be used in decisions regarding the terms of such contracts, their renewal and the evaluation of services provided to the newly arrived immigrants on a complimentary basis. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Information is held for six fiscal years. ***Contact:*** Manager, local Citizenship and Immigration Canada Office(consult telephone directory for address). ***Related to PR#:*** EIC IMM 130 ***TBS Registration:*** 001978 ***Bank Number:*** EIC PPU 250

Language Instruction for Newcomers to Canada (LINC)
Description: This bank may include the following information: full name, date of birth, country of origin, mother tongue and other spoken and written languages, an ID number (IMM1000, Ministerial Permit, FOSS number or SIN), occupation before coming to Canada, current occupation, available days and day periods for class attendance, and access to child minding during class hours. ***Class of Individuals:*** Newcomers who are eligible for language training, and immigrants and refugees selected abroad and who need English or French language training before arrival to Canada. ***Purpose:*** This data bank helps CIC to draw a profile of LINC/CLIC clientele, to assess their training needs in one of Canada's official languages and needs for child minding during class hours. Data also serves in managing programs and services, ensuring accountability and

efficient allocation of LINC/CLIC contributions. ***Consistent Uses:*** Information in this bank may be used by CIC for purposes of planning, programs and services evaluation and monitoring, auditing and monitoring of programs and services, research, and collection of statistics. Information in this data bank may be shared with such partners as Revenue Canada, employers (to assist them in taking their responsibility under the EI Act), provincial and municipal governments and contracting SPOs to whom the information relates. ***Retention and Disposal Standards:*** The retention period for LINC files is six fiscal years after the end of the last contract. ***Contact:*** Manager, local Citizenship and Immigration Canada Office (see telephone book for address). ***Related to PR#:*** EIC IMM 130 ***TBS Registration:*** 003768 ***Bank Number:*** CIC PPU 500

Host Program

Description: This bank may contain names and other information pertaining to individual members or representatives of organizations involved in the Host Program. Access to this bank may be gained by providing the name and address of the organizations. ***Class of Individuals:*** Members of service provider organizations who provide assistance to newly arrived immigrants. ***Purpose:*** The purpose of this bank is to provide a list of the Host Program organizations. The information may be used in decisions regarding the effectiveness of the Program. ***Consistent Uses:*** The information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Information on members or representatives of Host Program organizations is kept for six fiscal years after termination of the contract. ***Contact:*** Manager, local Citizenship and Immigration Canada Office (consult telephone directory for address). ***Related to PR#:*** EIC IMM 130 ***TBS Registration:*** 001973 ***Bank Number:*** EIC PPU 226

♦ Refugees Branch

Adjustment Assistance Program (AAP) (terminated April 30, 1998)

Description: This bank may include the following types of information: Name, date and place of birth, mother tongue, authorization number (visa, transportation or admissibility number), address, Social Insurance Number, occupation, marital status, financial situation, date and port of arrival, name of spouse and number of dependents, date and amount of cheque, payee and purpose. Access to this bank may be gained by providing place of birth, date of birth and place and date of admission to Canada. ***Class of Individuals:*** Government-assisted refugees who require financial assistance, which they receive under the AAP, until they have sufficient income to meet their needs or for one year, whichever comes first. ***Purpose:*** The bank serves as a record of adjustment assistance granted to government-assisted refugees in need. The information is used in the administration of financial assistance loans. ***Consistent Uses:*** Information in this bank may be used by Citizenship and Immigration Canada for purposes of research, planning, evaluation, statistics, internal audit and control, and may be provided to private sector research firms for this purpose and for Management Information System purposes. It may also be shared with Statistics Canada for census purposes. This information may be shared with provincial welfare agencies for the purpose of determining entitlement to provincial programs. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (ie. Canada-Quebec Accord) or arrangement in order to conduct a lawful investigation or administer or enforce any law. ***Retention and Disposal Standards:*** Information is kept for six fiscal years after the last administrative action. ***Contact:*** Manager, local Citizenship and Immigration Canada Office (consult telephone directory for address). ***Related to PR#:*** EIC IMM 130 ***TBS Registration:*** 001975 ***Bank Number:*** EIC PPU 235

Immigrant Loans Programs

Description: This bank may contain the following information: Name, birth date, visa number, loan warrant number, undertaking to repay assistance number, address, telephone numbers at home and at work, Social Insurance Number, occupation, name and address of employer, marital status, date and port of arrival, name of spouse and number of dependents, status and amount of outstanding loan and credit reports of the individual's financial status, and payee and purpose. Access to this bank may be gained by providing name and date of birth or loan warrant number. ***Class of Individuals:*** Only individuals who have received transportation, admissibility or assistance loans are identified. They are immigrants in need of relocation, who do not have disposable assets for themselves or their families to pay the cost of their transportation to Canada, or from their port of arrival to their final destination in Canada; or to pay the Right of Landing Fee; Convention Refugees or Designated Classes to establish their admissibility to Canada (medical costs overseas); and those newcomers in need of financial assistance who are not eligible for adjustment assistance contributions. ***Purpose:*** This bank serves as a record of the amount of loans issued and repaid and is used for the administration of the programs. ***Consistent Uses:*** The information is used by CIC for management information purposes and for purposes of research, planning, internal audit, evaluation and statistics and may also be provided to private sector research firms for these purposes. The information is shared with Foreign Affairs and International Trade Canada (Passport). ***Retention and Disposal Standards:*** The information is kept for six fiscal years after the loan has been repaid. ***Contact:*** Senior Advisor, Resettlement Division, National Headquarters (see key addresses at the beginning of the

book). ***Related to PR#:*** EIC IMM 130 ***TBS Registration:*** 001986 ***Bank Number:*** EIC PPU 305

Refugee Tracking System (RTS)
Description: For Government-assisted, Privately-sponsored and Joint Assistance refugees and members of the Humanitarian and Designated Classes, this bank contains some or all of the following information: sponsorship type, immigrant category, visa office, special program, file number, Canada Immigration Center (CIC) file numbers, CIC RC code, refugee and sponsor FOSS Client IDs, document sign date, document number, processing status, surname, given name, country of last permanent residence, date of birth, sex, family relationship, Landing and Minister's Permit numbers, Destination Matching Request (DMR) numbers, Notice of Arrival (NAT) numbers, arrival date, province (destination province by CIC code), CIC RC code (destination CIC), default sponsorship, sponsorship agreement holder name (SAH), contact surname (SAH), contact given name (SAH), contact address (SAH), city, province, telephone, postal code, constituent group sponsor name, contact surname (constituent group), contact given name (constituent group), contact address (constituent group), city, province, telephone, postal code, group of five sponsor name, contact surname/given name, address, city, province, telephone, postal code. ***Class of Individuals:*** Government and privately-sponsored refugees, including special needs cases. National organizations that have signed a sponsorship agreement with the Minister of Citizenship and Immigration and their Constituent Groups may sponsor Convention refugees seeking resettlement, Members of Humanitarian and Designated classes and Special needs cases. Groups of five or more individuals may sponsor Convention refugees seeking resettlement and Members of Humanitarian and Designated classes. ***Purpose:*** To provide an accounting tool for Refugee Branch to manage government assisted and private sponsorship levels; for monitoring the data integrity of Citizenship and Immigration national information management system, and the provision of processing information to our clients. To maintain a record of the applications by Sponsorship Agreement Holders and their Constituent Groups and Groups of Five or more individuals. Consistent Users: The principal user group is the Resettlement Division in Refugee Branch, Citizenship and Immigration. Information is then distributed to Citizenship and Immigration Points of Service Delivery, Sponsorship Agreement Holders and other stakeholders. ***Retention and Disposal Standards:*** Computer data storage. ***Contact:*** Rick Herringer, Director Resettlement Division, Refugee Branch. ***Related to PR#:*** EIC IMM 151 ***TBS Registration:*** 002360 ***Bank Number:*** EIC PPU 320

♦ Selection

Entrepreneur Monitoring Information System (EMIS)
Description: This bank contains application and landing information for each entrepreneur landed in Canada with terms and conditions. This information is taken from the IMM8 and IMM 1000 and is downloaded into the bank from the Immigration Data System (LIDS). Monitoring information and business information is also available in the bank and this information is manually input by immigration officers in CIC's or RHQ. ***Class of Individuals:*** The bank contains information on immigrants who have been issued a conditional visa under the Entrepreneur Category. ***Purpose:*** The bank records the entrepreneur's compliance with his/her terms and conditions of landing. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, the Attorney-Generals of the provinces, CSIS, the Department of Justice, and the RCMP where these uses are pursuant to the law. Information is also shared with the provinces for the purpose of assisting in business counselling and monitoring. Some information may be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada Quebec accord). Information may also be disclosed to foreign governments, various law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. ***Retention and Disposal Standards:*** Automated information is kept for 15 years. ***Contact:*** Director, Business Immigration, National Office (See key addresses at the beginning of the book). ***TBS Registration:*** 003334 ***Bank Number:*** EIC PPU 296

Guarantors of Assisted Relatives
Description: Data on the guarantor include name, date of birth, sex, marital status, citizenship, address, telephone number, labour force status, status in Canada, occupation, annual revenue and debts. Data on the immigrant being assisted include name, relationship to guarantor, date and place of birth, marital status and citizenship. Details concerning health and past criminality may also be included. The bank may contain all or some of the same information on dependents of the immigrant who are included in the application. Information may form part of the immigrant case file (EIC PPU 225). Individuals may gain access to this bank by providing their date and place of birth. The information may be held at a Canada Immigration Centre or at a post abroad, or both. ***Class of Individuals:*** Canadian citizens or permanent residents who give an undertaking of assistance of behalf of a relative seeking admission to Canada. ***Purpose:*** This bank exists to record information pertaining to a Canadian citizen's or permanent resident's application for the purpose of assisting relatives to come to Canada. Information is used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** The information may be disclosed to designated provincial authorities for assessment under the terms of a formal agreement. The information is also used internally for

Management Information System purposes and for research, planning, evaluation and statistics and may be provided to private sector research firms for this purpose. It may also be used in investigations by the RCMP or other law enforcement bodies in cases pursuant to the law. Other uses include sharing the information with federal, provincial and municipal departments and agencies such as Foreign Affairs International Trade Canada, Health Canada, workers' compensation boards and social welfare and education departments to administer their programs. ***Retention and Disposal Standards:*** Information is normally kept for two years after termination of sponsorship. Machine readable information is held for 15 years. ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address). ***Related to PR#:*** EIC IMM 120 ***TBS Registration:*** 001977 ***Bank Number:*** EIC PPU 245

Investment Monitoring and Information System (IMIS)
Description: This bank contains information on proposals submitted under the Immigrant Investor Program. Information related to the amount of money invested, the number of jobs created, and the number of investors, along with their names and birth dates is maintained. ***Class of Individuals:*** This bank contains information regarding persons seeking admission to Canada and who satisfy the criteria of an investor as detailed in the Immigration Act. ***Purpose:*** To ensure compliance of offering memoranda with Regulations and Guidelines of the Immigrant Investor Program, and to ensure that the immigrant investor has satisfied the program guidelines before visa issuance. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigation related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, the Attorneys-General of the provinces, CSIS, the Department of Justice, and the RCMP where these uses are pursuant to the law. Information is also shared with provincial governments for the purposes of monitoring, as the program is jointly administered by provincial and federal governments. Some information may be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada Quebec accord). Information may also be disclosed to foreign governments, various law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. ***Retention and Disposal Standards:*** Automated information is kept for 15 years ***Contact:*** Director, Business Immigration, National Office (See key addresses at the beginning of the book). ***TBS Registration:*** 003335 ***Bank Number:*** EIC PPU 297

Returning Resident Permit Case File
Description: This bank may include the following types of information: Name, date of birth, country of birth, sex, marital status, citizenship, date and place of landing in Canada, permanent address in Canada, telephone number as well as reason for and length of absence from Canada. Persons seeking access to this bank must supply their date of birth, approximate date of permit issuance and office of issue. ***Class of Individuals:*** Permanent residents who, according to the Immigration Act, have valid reasons for remaining outside Canada for extended periods of time. ***Purpose:*** to record information which will facilitate the return to Canada of a permanent resident. The information is used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i. e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and Refugee Board, Foreign Affairs International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i. e. , Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e. g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U. S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115

(Convention Refugee Division Records)), IRB PPU 145 (Research Director, Claim Specific Information, CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Information is kept for two years after the issuance of the permit. ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address) ***Related to PR#:*** EIC IMM 120 ***TBS Registration:*** 002371 ***Bank Number:*** EIC PPU 275

Sponsors of Immigrants
Description: Data on the sponsor include name, date of birth, sex, marital status, citizenship, status in Canada, address, telephone number, labour force status, occupation, identification number, annual revenue and debts. It may contain all or some of the above information on any other individual who may support the sponsorship. Data on the immigrant being sponsored include name, relationship to sponsor, date, place, and country of birth, marital status, address and may include details on health and past criminality. It may contain all or some of the same information regarding any dependents of the immigrant who are included in the application. A copy of the information may form part of the immigrant case file (EIC PPU 225). Individuals may gain access to the bank by providing the date and place of their birth. The information may be held at the Mississauga Case Processing Centre, a Canada Immigration Centre or at a post abroad, or all. ***Class of Individuals:*** Canadian citizens or permanent residents who apply to sponsor the admission to Canada of members of the Family Class. ***Purpose:*** to record information pertaining to a Canadian citizen's or a permanent resident's application to sponsor immigrants coming to Canada. Information is used in the administration and enforcement of immigration legislation. ***Consistent Uses:*** The information is used internally for Management Information System purposes and for purposes of research, planning, evaluation and statistics. It may be used in investigations by CSIS, the RCMP, or other law enforcement bodies where these uses are pursuant to law. Other uses include sharing the information with federal, provincial and municipal departments under the terms of a formal agreement in order to conduct a lawful investigation or to administer or enforce any law and social agencies such as Foreign Affairs and International Trade Canada, Health Canada, workers' compensation boards, and social welfare and education departments for the purpose of administering their programs. It may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluation. The information on the immigrant may also be shared with foreign governments such as the U. S. Immigration Service pursuant to an agreement or an arrangement in order to conduct lawful investigations or administer or enforce any law. The information in this bank may be matched with that in IRB PPU 105 (Immigration Appeal Board Records) and IRB PPU 110 (Immigration Appeal Division Records) to administer and conduct the appeals process under the Immigration Act. ***Retention and Disposal Standards:*** Information is normally held for two years after termination of sponsorship. Machine readable information is held for 15 years. ***Contact:*** Manager, Canada Immigration Centre (consult telephone directory for address), Manager, Mississauga Case Processing Centre (consult back of this chapter for address). ***Related to PR#:*** EIC IMM 120 ***TBS Registration:*** 001976 ***Bank Number:*** EIC PPU 240

♦ Strategic Policy and Planning and Research

Longitudinal Survey of Immigrants to Canada
Description: The data bank contains responses to the Longitudinal Survey of Immigrants to Canada received from 1999 to 2005, and selected corresponding data from the immigration application forms (Immigration Visa and Record of Landing and Immigrant Assessment Record). ***Class of Individuals:*** Recent immigrants aged 15 years and older landing from outside Canada over a 12-month period. ***Purpose:*** The information in the bank will be used to improve our understanding of how immigrants adjust to life in Canada and to plan policies regarding the settlement of recent immigrants. ***Consistent Uses:*** The information in the bank will be used for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The survey files will be kept for 15 years in order to report the findings and to allow various secondary data analyses. ***Contact:*** Director, Strategic Research and Review Division, Strategic Policy, Planning and Research Branch. ***TBS Registration:*** 004235 ***Bank Number:*** CIC PPU 310

Longitudinal Survey of Indo-Chinese Refugees
Description: The data bank contains the responses to the questionnaire "Life in Canada" received in 1981, 1982 and 1983, and selected corresponding data (e.g. age, sex) from the immigration application forms (Immigration Visa and Record of Landing and Immigrant Assessment Record). ***Class of Individuals:*** Indo-Chinese refugees, heads of households or single persons who arrived in Canada between August and December 1979. ***Purpose:*** The bank is used to evaluate programs and to plan policies regarding the settlement of refugees in Canada. ***Consistent Uses:*** Information may be used for internal audit purpose, but may not be used for administrative purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The survey files will be kept for ten years in order to reports the findings and to allow various secondary data analyses. Contacts: Director General, Policy and Development Program, Policy Sector, National Office (see Key Addresses at beginning of chapter) ***Related to PR#:***

EIC IMM125 ***TBS Registration:*** 00372 ***Bank Number:*** EIC PPU 375

Classes of Personal Information

♦ Executive Services

Briefings and Parliamentary Affairs
Receives telephone and fax queries from MP's, Senators, NGO's, lawyers, consultants, the media and the general public. This activity includes requests for ministerial intervention, and compliments, complaints, comments and questions on specific cases, legislation, procedures, ministerial announcements and quality of service. Liaises with Minister's Office staff on ministerial intervention requests from MP's, lawyers, NGO's and members of the general public, particularly when requests are deemed by MEU to have significant political implications. Liaises with Case Management Branch, International Region Branch, and other departmental officials in responding to representations. Memos and other briefing documents may deal with the same topics and individuals.

Ministerial Enquiries Unit
Copies of internal and external correspondence addressed to or handled by the Minister's and Deputy Minister's offices, as well as information related to its processing. Letters written by the general public or their representatives, and by MPs, private sector and other governmental and non-governmental organizations may include enquiries, requests, advice and opinions on the policies and programs of CIC and on the handling of individual cases. They may also deal with individuals employed by CIC and questions on quality of service. Information is retrievable by personal identifier, including names of individuals and file numbers, from the automated Ministerial Tracking System containing processing and control data and from paper files containing copies of actual documents. The personal information contained in this correspondence is not used for an administrative purpose.

♦ Communications Branch

Communications
Distribution mailing lists, both on paper and computer disks, which include individuals, as well as groups and media, who receive various departmental and branch publications, notably press releases and speeches, or who are targeted to receive promotional/educational or information materials (e. g. National Citizenship Week and other campaigns) or key documents or legislation (e. g. Annual Immigration Plan). This information is not retrievable by personal identifier.

♦ Integration Branch

Immigration/Citizenship/Integration Promotion
Letters written by the general public asking for information on the programs and responses to these letters are placed on CIC program files and are not retrievable by personal identifiers. They may, however, contain personal information. Any questions relating to CIC's programs and services are referred to the appropriate program group and letters from the public will be found in the relevant program files. Mailing lists may be found by consulting the Communications Branch.

Manuals

- Access to Information Manual (EIC)
- Appraisal Handbook
- C-44 Implementation/Senior Immigration Officer (SIO) Training Manual
- Carrier Guide
- Casual Employment Manager's Guide
- Citizenship Registration Manual
- Community Relations Handbook
- Computer Operations – Policy and Procedures – Systems and Procedures (EIC)
- Designated Medical Practitioners Handbook
- Directory of NHQ Services (EIC)
- Enforcement (EC)
- Escort officer's Guide
- Examination Directives (EX)
- Family Portraits
- Financial Authorities Guide
- Financial Policy Manual (FP)
- Foreign Worker Guidelines (FW)
- Guide for the Operational Review of a Canada Immigration Centre
- Guidelines for Briefings, House Cards, Memoranda to Minister and Correspondence
- Guidelines for Settlement Programs and Services
- Human Resources Management Guide
- Human Rights Manual (EIC)
- Immigration Coding Manual (IH)
- Immigration Control (IC)
- Immigration Cost Recovery and Key Document Management Handbook
- Immigration Data (ID)
- Immigration Manual (IE)
- Immigration Manual (IL)
- Immigration Manual (IS)
- Immigration Reference (IR)
- Informatics Policy (EIC)
- Inland Processing (IP)
- Interdiction Handbook
- Investigator's Guide
- Medical Officers – Guidelines for Designated Medical Practitioner (DMP) Program

- Medical Officers Handbook
- Medical Officers Handbook for Designated Medical Practitioners
- National Headquarters Telephone Directory
- On-line Manuals
- Overseas Processing (OP)
- PeopleSoft Users Manual
- Performance Measures Reference Manual (EIC)
- Point of Service (POS+)
- Port of Entry (PE)
- Privacy Manual (EIC)
- Communications Handbook
- Recorded Information Management Policy and Procedures Manual (EIC)
- Reporting and Liaison Handbook
- Security Policy and Procedures Manual (CIC)
- Service and Administration (SA)
- Signage Improvement (EIC)
- Single-Officer Mission Manual
- Subject File Classification (CIC)
- Telework Handbook
- Training and Education Allowance Guide
- Transportation Directives (TD)
- Use of Force Disengagement Guide
- Workforce Adjustment Guide

Additional Information

The bulk of personal information collected by CIC is held locally and access has been decentralized wherever possible. The full addresses for regional access are identified in the preceding pages, with the exception of local and district office addresses. These are listed in telephone directories. Access requests for personal information should be directed to the point of contact identified in each personal information bank.

Requests for further information about the Department and its various programs and functions may be directed to:

Communications Branch
Citizenship and Immigration Canada
Mail Room, Jean Edmonds Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 1L1

Tel: (613) 954-9019
Fax: (613) 954-2221

or the Department's Internet Web Site which can be found at http://cicnet.ci.gc.ca. The Web Site gives access to a wide variety of departmental publications, and includes answers to frequently asked questions.

Questions about the policies and procedures of Citizenship and Immigration Canada relating to the Privacy Act may be directed to the appropriate Regional Office listed under "Organization" at the beginning of this chapter or to the Public Rights Administration Division at the following address:

Public Rights Administration
Citizenship and Immigration Canada
Jean Edmonds Tower South
365 Laurier Ave, 15th floor, Section A
Ottawa, Ontario
K1A 1L1

(613) 957-6522

Atlantic Region

Atlantic Regional Office
1875 Brunswick Street
Halifax, Nova Scotia
B3J 2G8

Tel: (902) 426-2905
Fax: (902) 426-0975

Case Processing Centre Sydney
47 Dorchester Street
P. O. Box 7000
Sydney, Nova Scotia
B1P 6V6

Tel: (902) 564-7825
Fax: (902) 564-2421

British Columbia and Yukon Territory

British Columbia and Yukon Territory Regional Office
641-300 Burrard Street Vancouver, BCV6Z 2V8
Tel: (604) 666-6301
Fax: (604) 666-1927

Ontario Region

Ontario Regional Office
4900 Yonge Street, 5th Floor
North York, Ontario
M2N-6A8

Tel: (416) 954-7849
Fax: (416) 954-8018

Case Processing Centre Mississauga
P. O. Box 6100 - Station A
Mississauga, Ontario
L5A 4H4

Tel: (905) 803-7371
Fax: (905) 803-7392

Prairies/N. W. T. Region

Prairies/N. W. T. Regional Office
400-25 Forks Market Rd
Johnston Terminal Building
Winnipeg, Manitoba
R3C 4S9

Tel: (204) 984-2013
Fax: (204) 983-2867

Case Processing Centre Vegreville
6212 – 55th Avenue
Alberta, Vegreville
T9C 1W5

Tel: (403) 632-8000
Fax: (403) 632-8100

Quebec Region

Quebec Regional Office
715 Peel Street, 3rd Floor
Montréal, Quebec
H3C 4H6

Tel: (514) 283-4900
Fax: (514) 283-7583

Reading Room

National Capital Region

Departmental Library
300 Slater Street
Jean Edmonds Tower North, 3rd Floor
Ottawa, Ontario
K1A 1L1

Regional Offices

Please see addresses under "Additional Information" above.

Copyright Board Canada
Chapter 41

General Information

Background
The Copyright Board was created by a series of amendments to the Copyright Act which were proclaimed on February 1, 1989. It replaced the Copyright Appeal Board which had been responsible since 1935 for approving annual tariffs respecting the public performance of music. Bill C-32 (Act modifying the Copyright Act) which received Royal Assent on April 25, 1997, modifies the mandate of the Board by adding the responsibilities, among others, for the adoption of tariffs for the public performance and communication to the public by telecommunication of sound recordings of musical works, for the benefit of the performers of these works and of the makers of the sound recordings ("the neighbouring rights") and for the adoption of tariffs for private copying of recorded musical works, for the benefit of the rights owners in the works, the recorded performances and the sound recordings ("the home-taping regime").

Responsibilities
The Copyright Board is an independent administrative agency which has been conferred department status for purposes of the Financial Administration Act. Its mandate stems from the Copyright Act.

The Copyright Board plays a major role in the collective administration of copyright, particularly where the public performance and the communication to the public, by telecommunication, of musical works, as well as the retransmission of distant radio and television signals are concerned. The Board plays a surveillance role in three ways with respect to collective societies which administer very large repertoires of work created by a multitude of originators both in Canada and in other countries: as an economic regulatory body, by approving tariff proposals by the various copyright collective societies; as an arbitrator in private disputes; and as an arbitrator of the public interest.

The Board's principal mandate is to set royalties which are fair and reasonable for both copyright owners and the users of copyright-protected works, as well as issuing non-exclusive licences authorizing the fully legal use of works when the copyright owner cannot be located.

The Board reports annually to Parliament through the Minister of Industry.

Legislation
- Copyright Act, R.S.C. (1985), c. C-42
- Local Signal and Distant Signal Regulations
- Retransmission Royalties Criteria Regulations
- Programming Undertaking Regulations
- Definition of Small Retransmission Systems Regulations
- Definition of "Small Cable Transmission System" Regulations
- Regulations establishing the Period of Royalty Entitlements of Non-members of Collecting Bodies
- Regulations defining "Wireless Transmission System"
- Regulations defining "Advertising Revenues"
- Exceptions for Educational Institutions, Libraries, Archives and Museums Regulations
- Regulations prescribing Networks

Organization
The Board consists of a chairman, a vice-chairman and a maximum of three other members, all appointed by the Governor in Council. The Chairman, who must be a judge of a superior, county or district court, directs the work of the Board and apportions its work among the members of the Board. The Vice-Chairman, who is the Chief Executive Officer of the Board, supervises and directs the work of the Board's staff. The Board has a staff of seven employees, three of whom report to the Chief Executive Officer: the Secretary, the General Counsel and the Researcher-Analyst.

Information Holdings

Program Records

Accounts Payable Files
Description: These files contain records of payments, and financial details thereof; and account numbers of individuals or firms which supply goods and services. ***Topics:*** Suppliers of goods and services to the Copyright Board. ***Program Record Number:*** CBC SEC 040

Copyright Board Records
Description: These records contain the documentation related to the processing of a tariff proposal or licence application before the Copyright Board, including all the papers, submissions, evidence and exhibits provided by the parties and intervenors before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceedings before a higher court and decisions of the higher courts; agreements between collective societies and users filed with the Board also form part of the record. ***Topics:*** Collective societies representing copyright owners. Objections by

users of copyrighted works administered by collective societies. Applications for arbitration, when the parties (collective society or user) are unable to agree on the royalties or the related terms and conditions. Applications for non-exclusive licences to use published works, fixed performances, published sound recordings and fixed communication signals when the copyright owner is unlocatable. ***Program Record Number:*** CBC SEC 035

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Personal Information Banks

Applications for Employment
Description: This bank contains information on individuals who have submitted an unsolicited application for employment to the Copyright Board. The files contain information that might include applications, résumés, letters of reference and letters acknowledging receipt of the applications. ***Class of Individuals:*** Individuals interested in securing employment with the Board. ***Purpose:*** These records are consulted when employment vacancies arise. ***Consistent Uses:*** To be identified. ***Retention and Disposal Standards:*** These records are kept for two years and then destroyed. ***TBS Registration:*** 003001 ***Bank Number:*** CBC PPU 010

Copyright Appeal Board Records
Description: The record contains the documentation related to the processing of any action before the former Copyright Appeal Board including all the papers, submissions, evidence and exhibits provided by the parties in the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of proceedings before a higher court and decisions of higher courts also form part of the record. ***Class of Individuals:*** Users of copyrighted musical works who have filed objections to proposed statements of royalties for the public performance of music, collective societies representing owners of copyright in musical works, which filed proposed statements of royalties before the Copyright Appeal Board. ***Purpose:*** This bank records the proceedings before the former Copyright Appeal Board. ***Consistent Uses:*** To be identified. ***Retention and Disposal Standards:*** These records are retained for an indeterminate period. ***TBS Registration:*** 003066 ***Bank Number:*** CBC PPU 020

Letters of Comment
Description: This bank contains the letters of comment the Board receives from the public concerning its decisions. ***Class of Individuals:*** Individuals and organizations who have addressed letters of comment to the Copyright Board. ***Purpose:*** These records enable the Board to measure the impact of its decisions. ***Consistent Uses:*** To be identified. ***Retention and Disposal Standards:*** Letters are retained for a period of two years and are then destroyed. ***TBS Registration:*** 003065 ***Bank Number:*** CBC PPU 015

Privacy and Access Request Data Bank
Description: The bank contains both formal and informal requests sent by individuals seeking access to information pursuant to the Access to Information Act and the Privacy Act, replies to such requests and information relating to their processing. ***Class of Individuals:*** Individuals who submit requests for information under the Access to Information Act and under the Privacy Act. ***Purpose:*** These records are used to process access requests, and to prepare the annual report to the Treasury Board Secretariat. ***Consistent Uses:*** To be identified. ***Retention and Disposal Standards:*** These records are retained for two years after the last administrative action and are then destroyed. ***TBS Registration:*** 003000 ***Bank Number:*** CBC PPU 005

Professional and Personal Services Contracts
Description: This bank contains the contracts entered into, types of services rendered, length of contracts, money expended, the social insurance number of individuals on contract, the actual contracts and supporting documents. ***Class of Individuals:*** Individuals hired under personal service contracts by the Department. ***Purpose:*** The bank is used for accounting, reference and statistical purposes. ***Consistent Uses:*** To be identified. ***Retention and Disposal Standards:*** Files are retained for six years and are then destroyed. ***TBS Registration:*** 003067 ***Bank Number:*** CBC PPU 025

Classes of Personal Information

Copyright Board Information Distribution
Files are kept on individuals and organizations to whom decisions, publications and other material generated by the Copyright Board are distributed. The specific information filed comprises: name, address, telephone number and official language preference of the individual or organization, and the material that is distributed. The information pertains to individuals who have requested information and to persons involved in the field of copyright designated by the Copyright Board for receipt of decisions, publications and other material generated by the Board. This bank serves for distribution, analytical and statistical purposes. Names and records are stored electronically on permanent distribution lists which are updated as the need arises.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various activities, programs and publications may be directed to:

Administrative Officer
Copyright Board Canada
56 Sparks Street
Suite 800
Ottawa, Ontario
K1A 0C9

Tel: (613) 952-8621
Fax: (613) 952-8630

Reading Room

The Board's library has been designated under the Access to Information Act as a public reading room. The address is:

56 Sparks Street
Suite 800
Ottawa, Ontario

Correctional Investigator Canada
Chapter 42

General Information

Background
The Office of the Correctional Investigator was established by Part II of the Inquiries Act. The office investigates complaints from inmates as defined in the Penitentiary Act and reports upon problems of inmates that fall within the responsibility of the Solicitor General of Canada and meet the following conditions:

(1) The subject matter of the complaint concerns an incident occurring within twelve months of the lodging of the complaint;

(2) The complainant has taken, in the opinion of the Commissioner, all reasonable steps to exhaust legal or administrative remedies;

(3) The subject matter of the complaint does not involve the preparation of material for consideration by the National Parole Board.

The Commissioner need not investigate if the subject matter of a complaint has previously been investigated, or in the opinion of the Commissioner, a person complaining has no valid interest in the matter.

Responsibilities
The Correctional Investigator investigates and reports on the problems of inmates that come within the responsibility of the Solicitor General of Canada (other than those problems raised on complaint in certain defined circumstances). Investigations are undertaken at the request of the Solicitor General, on the Investigator's own initiative, or upon complaint from or on behalf of inmates as defined in the Penitentiary Act.

Legislation
- Parole Act and Regulations
- Penitentiary Act
- Penitentiary Service Regulations
- Prison and Reformatories Act

Organization
The Office of the Correctional Investigator comprises three secretarial/administrative positions, a director of investigations and five investigators.

Information Holdings

Program Records

Inmate Affairs – Case Files
Description: All correspondence on individual inmate complaints; also reports of interviews with complainants. ***Access:*** Files arranged chronologically with an alphabetical index and cross-reference system. ***Program Record Number:*** CIC CIN 030

Inmate Affairs – General Topics
Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. ***Topics:*** Policy on inmate disciplinary boards; claims against the Crown; inmate pay; family visiting. ***Program Record Number:*** CIC CIN 025

Inmate Affairs – Special Enquiries and Reports
Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. ***Topics:*** Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980. ***Program Record Number:*** CIC CIN 020

Inmate Affairs – Statistics and Reports
Description: Information and statistics to be included in Annual Report. ***Access:*** Files arranged by year of report. ***Program Record Number:*** CIC CIN 015

Penal Institution Organizations, Committees and Groups
Description: Information on contact with inmate committees and other groups both inside and outside the institutions. ***Access:*** Files arranged by institution or name of group, and by region. ***Program Record Number:*** CIC CIN 010

Penal Institutions
Description: Correspondence advising institutions of visits by the Office of the Correctional Investigator; also requests for information on the administration of that institution. ***Access:*** Files arranged by institution and by region. ***Program Record Number:*** CIC CIN 005

Personal Information Banks

Offender Complaints and Investigations
Description: Each file contains records [notes, correspondence and documents] related to the subjects raised by the offender and the office's responses in the form of interviews with the offender, inquiries and research undertaken and findings and recommendations. Information may relate to the full range of personal

information described in the Privacy Act, including, but not restricted to age, sex, addresses, criminal and employment history, medical condition and treatment identifying numbers, personal views and private correspondence. ***Class of Individuals:*** Current or former federally-sentenced offenders, either incarcerated or under conditional release. ***Purpose:*** All information is gathered for the purpose of dealing with, and attempting to resolve, offender problems and of reporting on these to the Commissioner of Corrections, the Solicitor General or Parliament, in the manner and in the circumstances provided in Part III of the Corrections and Conditional Release Act. Personal information is used exclusively for these purposes. Personal information may be disclosed to third parties only where doing so would assist staff in arriving at findings or recommendations or in connection with prosecution for perjury or for an offence against the Correctional Investigator under Part III of the Corrections and Conditional Release Act. Third parties could normally include government staff – usually Correctional Service, Solicitor General Secretariat or National Parole Board employees- and relatives , legal counsel or support groups of offenders. In practice, disclosure of personal information, even under the above provisions, is strictly limited. ***Retention and Disposal Standards:*** Records are retained in our offices for 3 years and then kept in a separate storage facility for 7 years, after which they are sent to National Archives. ***TBS Registration #:*** 004140 ***Bank Number:*** OCI PPU 005

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the approximate date of the event prompting the information held.

Manuals

- Commissioner's Directives
- Institutional Standing Orders
- Regional Instructions

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office and its various programs and functions may be directed to:

Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-2692

Reading Room

The Office of the Correctional Investigator shares a public reading room with other agencies of the Solicitor General. The address is:

340 Laurier Avenue West
Ottawa, Ontario

Correctional Service of Canada
Chapter 43

General Information

Background
In 1977, the Correctional Service of Canada (CSC) was formed through the amalgamation of the Canadian Penitentiary Service and the National Parole Service.

Responsibilities
Mission: The Correctional Service of Canada, as part of the criminal justice system and respecting the rule of law, contributes to the protection of society by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control. The Correctional Service of Canada provides programs for offenders from admission until the expiration of their sentence. In order to carry out its responsibilities, the Correctional Service creates files to hold information on prisons, organizations and occurrences that affect or may affect it in the carrying out of its mandate. Information must be collected from and shared with numerous sources, such as the community at large, with special consideration for victims of crime, as is explained in the section "General Information on Data Matching", at the end of this chapter.

Legislation
- Corrections and Conditional Release Act, SC 1992, c. C-20
- Criminal Code RSC, 1985, c. C-46
- Criminal Law Amendment Act, 1976
- Criminal Records Act RSC, 1985, c. C-47
- Prisons and Reformatories Act RSC, 1985, c. P-20
- Young Offenders Act RSC, 1985, c. R-1

Organization

Communications and Consultation
The Communications and Consultation Sector is responsible for raising Canadian's awareness about correctional issues through public education, and encouraging citiùen engagement. The Sector provides communications planning and advice; handles relations with the media; and offers a variety of multimedia services to its clients, including exhibits, publications, film and video. It is also responsible for promoting citizen engagement through mechanisms such as the Citizen's Advisory Committees.

Corporate Development
The Corporate Development Sector is responsible for strategic and operational planning, research, policy development, intergovernmental affairs, offender affairs and public consultation. Specific responsibilities of this Sector include the legislative agenda (e.g. Correctional and Conditional Release Act and Regulations), federal/provincial projects, international relations, restorative justice/dispute resolution, and issues relating to human rights and to the Access to Information and Privacy Acts.

Corporate Secretariat
The Corporate Secretariat is responsible for the daily liaison with the Office of the Solicitor General and for the coordination and preparation of executive correspondence to the Commissioner, the Minister's Office, other Members of Parliament and Legislative Assemblies.

Corporate Services
The Corporate Services Sector is responsible for informatics, technological support, technical services, construction program, finance and material management. More specifically, this Sector provides all goods and services (food, clothing and housing), technology, engineering, maintenance and capital program management services to support correctional facilities and activities.

Correctional Operations and Programs
The Correctional Operations and Programs Sector is responsible for the integrity of community and institutional operations and correctional programs across the Correctional Service of Canada, and for improving the delivery of safe corrections. More specifically, this Sector is responsible for: aboriginal issues; chaplaincy; health services; offender reintegration and correctional programs (e.g. sex offender, education, substance abuse, living skills and personal development programs); operational support; security and CORCAN.

CORCAN provides employment and training opportunities to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community, to facilitate offenders' reintegration into society and re-entry into the labour market.

Legal Services
This Sector is responsible for providing a variety of in-house legal services to the Commissioner and staff of the Correctional Service of Canada in connection with

matters relating to the operations of the Service and provides interpretations of related acts, regulations, policies, directives and guidelines.

Office of the Commissioner

The Commissioner, as the Senior Executive Officer of the Correctional Service of Canada, is accountable to the Solicitor General of Canada in managing and guiding the policies and programs of the Service.

Office of the Deputy Commissioner for Women

The Women Offender Sector is responsible for the effective policy and program development, implementation and ongoing program delivery for federally-sentenced women.

Office of the Senior Deputy Commissioner

The Senior Deputy Commissioner supports the Commissioner in the management and direction of the Correctional Service of Canada to achieve the Service's program objectives.

Performance Assurance

The Performance Assurance Sector is responsible for audits, evaluations, investigations and the management of the accreditation process. It is also responsible for providing performance measurement tools and advice for the regions and sectors of the Correctional Service of Canada.

Personnel and Training

The Personnel and Training Sector is responsible for the identification, resolution and implementation of human resources activities and for providing interpretations of related policies, directives and guidelines. Overall this Sector is responsible for staff relations; staff training and development; employee assistance programs; occupational safety and health; corporate classification and staffing; personnel services for National Headquarters; and career management.

Regions

Five regional offices, located in the Atlantic, Québec, Ontario, Prairie and Pacific Regions, are responsible for administering the operations of correctional institutions and the supervision of offenders. Each Region is comprised of correctional facilities classified as maximum, medium and minimum security; women's facilities; district offices; parole offices and community correctional centres.

The five regional offices are responsible for implementing national policies and programs; developing regional policies, plans and programs for performance measurement, human resource and financial management, federal/provincial relations, liaison with the Commissioner's Office, public consultation, and provision of information to the media, elected officials, interest groups and the public.

Information Holdings

Program Records

Communications and Consultation

Books and Publications
Description: Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. ***Topics:*** Books and publications -- printing and binding, editing, sale and distribution, requests for publications; individual -- compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courier, Social Developer, Monday Morning Highlights, Inside/Outside, Telecom, Intercom. ***Program Record Number:*** CSC CML 015

Information Services
Description: Information on the administration of public affairs and relations. ***Topics:*** Address, mailing and distribution lists; biographies -- media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising -- newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs -- displays and models; lectures and lecturers -- Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau. ***Program Record Number:*** CSC CML 010

Operations
Description: Information on the operations of CSC in general. ***Topics:*** Youth Services crime prevention; relocation of federal female offenders. ***Program Record Number:*** CSC ERB 130

Corporate Development

Access to Information and Privacy
Description: Records on the implementation of the regulations governing access to the Department's recorded information on the following: policies, procedures, interpretations and regulations relating to the privacy of and access to the Department's recorded personal and administrative information. ***Topics:*** Personal Information Index; Access Register; statistics;decentralization; recentralization; reading rooms administration; Privacy Commissioner's enquiries -- complaints; preparation for compliance; procedures; collection of information; delegation of authority; disclosure -- under paragraph 8(2)(m) of the Privacy Act,

exemptions; time limits; language; reading rooms; investigative bodies; review of the Access to Information Act and the Privacy Act. ***Program Record Number:*** CSC MAB 121

Inmate Affairs

Description: Information on the management of inmate affairs. ***Topics:*** Welfare -- counselling; inmate organizations; legal affairs -- legal aid; ombudsman; inmate rights and responsibilities; administrative boards; United Nations general principles for persons in prisons; inmate affairs -- inmate participation in management; inmate committees; grievances -- individual grievances, group grievances, reports, Grievance Manual, Inmate Manual. ***Program Record Number:*** CSC OPB 270

Research

Description: Research, including public opinion research, into medical, psychiatric, psychological and socio-behavioral matters, and into matters involving the operation and delivery of correctional programs and services generally, such as, but not limited to, food services, education, employment, social and cultural development and visiting programs. ***Topics:*** Research Advisory Council; medical; psychiatric; psychological; nursing, etc. ***Program Record Number:*** CSC ERB 145

Corporate Secretariat

Correspondence Management

Description: Information on policy and procedures in the handling of correspondence. ***Topics:*** Correspondence management -- channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters -- questions asked in the House of Commons, Minister's house book, ministerial enquiries, employment enquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input. ***Program Record Number:*** CSC CML 005

Enquiries

Description: Enquiries made by members of the public, press or Parliament on the Correctional Service of Canada. ***Topics:*** Requests to interview officials or offenders; correspondence received on persons thought to be offenders or awaiting transfer to an institution. ***Note:*** Access requests for information on persons awaiting transfer to an institution should be made under the Privacy Act. All other access requests for this bank should be made under the Access to Information Act. ***Program Record Number:*** CSC CML 020

Corporate Services

Accommodation

Description: Information on all aspects of accommodation. ***Topics:*** Accommodation -- offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; contingency planning; recreation and training areas -- baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics -- cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports. ***Program Record Number:*** CSC AIS 050

Buildings

Description: Information on building administration and upkeep. ***Topics:*** Buildings -- floor directives, bulletin boards, elevator services, use of facilities; alterations and repairs -- requisition for services, Public Works Canada; handicap access; damages; maintenance -- hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards. ***Program Record Number:*** CSC AIS 055

Buildings - Fire Safety

Description: Information on all aspects of fire safety. ***Topics:*** Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire tests; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service of Canada fire inspection reports. ***Program Record Number:*** CSC AIS 060

Electronics and Telecommunications -- General

Description: Description Information on the provision of electronics and telecommunications services. ***Topics:*** Communications -- Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television -- control radio, inmate radio and television (departmental and personal), two-way radio; telephone -- directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex -- facsimile, telegraphs. ***Program Record Number:*** CSC AIS 030

Electronics and Telecommunications -- Security

Description: Information on the acquisition and installation of security electronics equipment. ***Topics:*** Integrated Communication and Control System -- sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system -- closed- circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing; Digital Automatic Video Intrusion Detection (DAVID), personal portable

alarm, panic alarm, inmate cell call; technical surveillance -- counter-technical intrusion inspection. ***Program Record Number:*** CSC AIS 035

Engineering, Architecture and Properties
Description: Information on buildings and properties, accounting and inventories, real property, including acquisition and disposal, and the environmental protection program. ***Topics:*** Buildings and properties -- signage program, heritage buildings and properties, photographs; accounting and inventories -- Central Real Property Inventory, site plans; acquisition of real property -- leases, expropriation, mobile trailers, proposed new sites; disposal of real property -- notification of excess Crown property, report of surplus lands and buildings; environmental protection program -- air pollution, water pollution, noise control, environmental assessment and review process, clean-up program. ***Program Record Number:*** CSC AIS 045

Equipment
Description: Information on the acquisition of equipment. ***Topics:*** Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; micrographic equipment products data; health care equipment; drugs and medical devices; inventory of fire fighting equipment; boiler equipment; data processing equipment -- computers, computer terminals; maintenance and repairs -- office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; films, nursing equipment; office appliances -- calculating machines, tape recorders, typewriters, photocopying equipment, word processors. ***Program Record Number:*** CSC MAB 100

Facilities Planning
Description: Information on the planning of facilities. ***Topics:*** Public awareness program; five-year construction program; accommodation standards; accommodation program 1980-90; chapel; community release centres; female accommodation; health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; construction systems and materials -- materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security and control systems -- electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security systems. ***Program Record Number:*** CSC AIS 040

Food Services
Description: Information on the supply of foodstuffs and the administration of the Food Services Program. ***Topics:*** Foods -- canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); Food Services Program -- ration scale, menu sheets, messing, Christmas bags, religious diets, Food Service Manual, Diet Manual, ration control system, food testing, recipes, approved product list. ***Program Record Number:*** CSC AIS 090

Health Care Equipment
Description: Information on the acquisition of health care equipment. ***Topics:*** Dental, optical, physiotherapy, first aid kits; X-ray facilities and equipment; psychiatric and health care centres -- beds (other than cell, dormitory, and household), X-ray, operating room; drugs and medical devices -- narcotics and controlled drugs, inspections by the Department of National Health and Welfare; drug formularies; drug utilization reviews; monitored drug distribution systems; patient compliance and counselling; pharmaceutical services. ***Program Record Number:*** CSC MAB 105

Heating
Description: Information on the provision of heating utilities. ***Topics:*** Heating fuels -- coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants -- boiler and furnace, monthly performance statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning -- heat distribution system, monitoring and control systems, ventilation, building environment control. ***Program Record Number:*** CSC AIS 075

Industries
Description: General information on industrial operations. ***Topics:*** Automation; Industries Operation Manual; privatization; proposals; warehouses. ***Program Record Number:*** CSC OPB 190

Information Management Projects
Description: Information on information management projects, security, computer hardware, software and communications. ***Topics:*** Project correspondence, minutes, reports, budgets and expenditures, contracts, system documentation, computer hardware, software and communications, EDP security. ***Program Record Number:*** CSC IMS 010

Institutional Services
Description: Information on the procurement services required by institutions. ***Topics:*** Clothing -- officer clothing, inmate clothing, report on stock of cloth for officers' uniforms; furniture and furnishings -- kitchen smallware; cell and dormitory -- beds and bedding, lighting fixtures, lockers, chairs, sofas; household -- beds and bedding, chesterfields, chairs, sofas; office -- filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques). ***Program Record Number:*** CSC MAB 110

Lands
Description: Information on the administration of lands. ***Topics:*** Lands -- burial grounds and cemeteries, quarries,

trespassing; concessions -- easement, rights-of-way, cattle grazing privileges, lease-backs; letting of farmland; development -- site grading and levelling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks -- snow removal. ***Program Record Number:*** CSC AIS 065

Materiel Management

Description: Information on overall materiel management. ***Topics:*** Equipment and supplies -- agreements and guarantees; accounting and inventories -- boards of survey, overages and shortages, stock-taking; electronic equipment inventory; catalogues, manuals, price lists -- office equipment and supplies, tool and equipment manual; Technical Services Manual; disposal and surplus -- condemnation, transfer of material to other government departments, write-offs; drawings and specifications -- buildings; industrial drawings; Canadian General Standards Board. ***Program Record Number:*** CSC MAB 095

Procurement

Description: Regulations, instructions and procedures relating to procurement. ***Topics:*** Procurement -- purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue -- drugs and medical devices, medical supplies; tender lists; contracts; local purchase orders; requisitions; standing offer agreements. ***Program Record Number:*** CSC MAB 115

Recorded Information

Description: Records on the development and implementation by Records Management of a plan to organize the Department's recorded information as well as the related procedures, work instruments, and systems; and records on the development and approval of retention and disposal schedules for the Department's recorded information. ***Topics:*** Records Classification and Scheduling Plan for administrative records, dealing with distribution, improvement writing group, administration generally, buildings and properties, equipment and supplies, finance, personnel, operations in general, programs for offenders, inmate education, training and employment, security, health care and medical services; Offender Records System -- Working Group; personnel records system; records procedures; Parker Plan; retention and disposal schedules; accessions and disposal authorizations -- historical records, statistics; personnel records; offender records -- pardons. ***Program Record Number:*** CSC MAB 122

Supplies

Description: Information on the purchase of supplies. ***Topics:*** Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials -- hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies -- institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels -- coal, furnace or stove oil, gas; motor fuels -- gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies -- cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery. ***Program Record Number:*** CSC MAB 120

Technical Services

Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. ***Topics:*** Construction -- codes and regulations; contracts -- projects, individual contracts, design change requests; institutional performance specifications -- educational facilities; programs -- Accelerated Construction Program, capital projects authorization and implementation system. ***Program Record Number:*** CSC AIS 025

Utilities

Description: Information on the provision of utilities. ***Topics:*** Utilities -- refrigeration; conservation of energy -- reports, solar energy, wood and waste products (biomass); electric power -- electrical distribution system, emergency stand-by generators, flood-lighting; garbage disposal -- garbage dumps, incinerators; water and sewage -- filtration and water treatment plant, plumbing systems, water mains, sewers and drains; water towers and reservoirs; wells; bacteriological examination of water and milk. ***Program Record Number:*** CSC AIS 070

Vehicle Parking

Description: Information on vehicle parking. ***Topics:*** Regulations; application; permits. ***Program Record Number:*** CSC AIS 085

Vehicles

Description: Information on the management and provision of government-owned vehicles. ***Topics:*** Fleet management information system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins; Propane Conversion Program; vehicle entitlement; procurement; use of government vehicles; leasing. ***Program Record Number:*** CSC AIS 080

Correctional Operations and Programs

Academic Training

Description: Information on schools, university training, extramural courses. ***Topics:*** Correspondence courses; special education; university degree program; computer-assisted learning; native studies. ***Program Record Number:*** CSC OPB 170

Agriculture

Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. ***Topics:*** Agribusiness -- enterprise operations -- dairy, poultry,

beef, pork, grain and forage, field vegetables, greenhouses, trout, abattoirs, processing, storage, transportation; inspection -- dairy, eggs, meat and abattoir, horticulture, trout; reports. ***Program Record Number:*** CSC OPB 155

Benefits, Incentives and Pay Administration Plan
Description: Information on inmate pay, work incentives and the pay administration plan. ***Topics:*** Incentives; Inmate Employment and Pay Administration Plan -- operations, classification and compensation, overtime, Inmate Employment Board reports, Inmate Employment and Pay Administration Manual, monitoring, regional budgets, position placement guidelines, conference calls minutes and agendas, forfeiture of pay for damages; classification and compensation; pay plan system -- employment and pay information system, attendance, inmate pay procedures, education and training, pay plan, automated document processing pay plan, inmates on construction projects, hourly pay planning framework, newsletter/staff bulletin, zero pay, enhancement to inmate pay reports; Special Handling Units; post-release -- bonding, employment services for ex-offenders, employers of ex-offenders. ***Program Record Number:*** CSC OPB 220

Case Management
Description: Information on the development of a program plan for the offender. ***Topics:*** Pre-sentence and post-sentence report; classification of inmates -- classification questionnaire, cascading of inmates, individual program planning. ***Program Record Number:*** CSC COB 230

Chaplaincy
Description: Information on programs designed for the spiritual well-being of inmates. ***Topics:*** Interfaith Committee on Chaplaincy; special diets; chaplaincy -- Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual. ***Program Record Number:*** CSC OPB 265

Citizens' Advisory Committee
Description: Information on policy formulation, planning, minutes and recommendations of the Citizens' Advisory Committee. ***Topics:*** Draft CD 216; memberships and appointments; national conference of Citizens' Advisory Committees (CACs) -- constitution; minutes, recommendations; progress reports; National Executive Committee of CACs -- minutes; newsletters; orientation program for CAC, pamphlet. ***Program Record Number:*** CSC OPB 285

Community Relations and Special Projects
Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for services such as parole supervision and residential services. ***Topics:*** Associations -- aftercare services contracts; grants to aftercare agencies. ***Program Record Number:*** CSC OPB 280

Community Residential Centres
Description: Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. ***Topics:*** Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision -- provincial. ***Program Record Number:*** CSC OPB 290

Contingency Emergency Plans
Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. ***Topics:*** Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters; crisis management development. ***Program Record Number:*** CSC COB 355

Contraband and Dangerous Substances
Description: Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. ***Topics:*** Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons; shaving razors. ***Program Record Number:*** CSC COB 360

Dental Services
Description: Information on dental laboratories and dental care provided to offenders. ***Topics:*** Dental service, dental laboratories. ***Program Record Number:*** CSC HCB 330

Discipline, Punishment, Segregation
Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. ***Topics:*** Bulletins and publications -- foreign jurisdictions; corporal punishment; dissociation; study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation -- monthly administrative review; independent chairpersons -- workshops, appointments, resignations, fees; offence and punishment summary reports. ***Program Record Number:*** CSC COB 365

Education and Training
Description: General information on programs designed to improve the inmates' occupational skills. ***Topics:*** Academic and vocational training contracts; teachers; educational testing -- academic and vocational; development plan; evaluation; calendar of studies; privatization. ***Program Record Number:*** CSC OPB 165

Emergency Planning
Description: Information on policies and plans for the continuation of the Department's operations in the event of an emergency. ***Topics:*** Accommodation; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports. ***Program Record Number:*** CSC COB 370

Health and Hygiene
Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. ***Topics:*** Accident reports -- inmate; barbering; bathing; change room; laundry; occupational therapy; hygiene and sanitation. ***Program Record Number:*** CSC HCB 325

Hostage Taking
Description: Information on the management of hostage-taking situations. ***Topics:*** Guidelines for the behaviour of hostages; services to families of hostages; statistics. ***Program Record Number:*** CSC COB 385

Incidents
Description: Information on incidents in institutions. ***Topics:*** Assaults; contraband; death; fires; major incidents; statistics -- summaries, double-bunking related incidents; escapes and recaptures -- escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; Operation Focus; Operation Garrot; Operation Depart; injuries -- accidental, attempted murder, attempted suicide, self-inflicted; use of force -- gas, physical, weapons. ***Program Record Number:*** CSC COB 405

Information and Intelligence
Description: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. ***Topics:*** Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime -- Quebec; profiles -- inmate; staff labour problems; special cases; terrorism; threats and demonstrations; fictitious records; bulletins, publications -- bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP -- daily and weekly, summaries, synopses, evaluations. ***Program Record Number:*** CSC COB 410

Inmate Employment
Description: Information on general matters pertaining to the employment of inmates both within the institution and externally while they are serving a sentence. ***Topics:*** Work assignment boards -- grading; internal employment; external employment; employment proposals; master job inventory; work sector guidelines/work standards; inmate requirement per program; monthly reports on employment of inmates; inmate labour on construction projects; performance measurement indicators; Inmate Employment Branch Manual; employment strategy; Special Handling Unit. ***Program Record Number:*** CSC OPB 150

Inmate Population Management
Description: Information on procedures for managing the inmate population. ***Topics:*** Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; weekly reports; dangerous offenders -- most dangerous, weekly report, murderers, sex offenders. ***Program Record Number:*** CSC COB 390

Institutional Library Service
Description: Information on the administration of institutional library services. ***Program Record Number:*** CSC OPB 180

Living Unit
Description: Information on regulations and implementation of the living unit program. ***Topics:*** Therapeutic community; living unit and human relations -- "The Owl Grid/la Grille Hibou", living unit class proposal. ***Program Record Number:*** CSC COB 235

Marketing
Description: Information on the development of markets and products. ***Topics:*** Marketing; market development -- cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion -- showroom, product coding, promotional aids; product development -- product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service of Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped; container -- waste. ***Program Record Number:*** CSC OPB 195

Medical Services
Description: Information on the medical care of inmates. ***Topics:*** Medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transsexuals; reception; chest X-rays; contagious and communicable diseases -- acquired immune deficiency syndrome (AIDS); hunger strikes; privatization. ***Program Record Number:*** CSC HCB 335

Native Offenders
Description: Information on special programs to meet the needs of the native offender. ***Topics:*** Associations; native offenders -- Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission; native counselling service -- Ontario, Alberta; Native Courtworker Services of Saskatchewan; spirituality; Native Brotherhood. ***Program Record Number:*** CSC OPB 315

Operational Security
Description: Information on general operational security of the institutions. ***Topics:*** Inmate count; patrol dogs; Dress and Deportment Manual; institutional security requirements for construction projects; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scene of a crime; shift briefing; duty rosters; post analysis; team concept; security post in health care centres; surveillance of inmates in community hospitals; hand-over of security posts; inmate movement control. ***Program Record Number:*** CSC COB 350

Operations and Quality Control
Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. ***Topics:*** Quality control and procedure review -- audits, board complaints, concerns and comments, inmate enquiries and issues on case management, community enquiries and issues on case management, warrant control records; quality control checklists; NPS Procedures Manual -- proposed amendments, Case Management Manual. ***Program Record Number:*** CSC COB 255

Policy and Procedures
Description: Information on the development of general policies and procedures. ***Topics:*** Co-operation and liaison with the provinces -- deportation; Case Management Manual. ***Program Record Number:*** CSC COB 240

Policy and Procedures -- Community Release
Description: Information on the development of policies and procedures in preparation for community release. ***Topics:*** Community Correctional Centre directors' conference; Inmate Manual; community banking; parolee assistance loan fund; deportation; parole -- parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs -- Case Management Manual, Chapter 17. ***Program Record Number:*** CSC COB 245

Preventive Security
Description: Information on preventive security. ***Topics:*** Security in the Public Service -- Cabinet Document 35; building security -- access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services -- Corps of Commissionaires; identification -- ID cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting, inmate name tags. ***Program Record Number:*** CSC COB 400

Production Program
Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. ***Topics:*** Production control -- inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; manufacturing program; inspections -- inspection plans, in-process inspections, final inspection, customer complaints; guarantees and warranties. ***Program Record Number:*** CSC OPB 205

Programs
Description: Information on parole supervision programs. ***Topics:*** Private homes; services to families of offenders; Square One. ***Program Record Number:*** CSC OPB 295

Provincial Liaison and Accreditation
Description: Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement. ***Program Record Number:*** CSC OPB 175

Psychiatric Services
Description: Information on psychiatric care of inmates. ***Topics:*** Certification procedures for admission; sex offender treatment. ***Program Record Number:*** CSC HCB 340

Psychological Services
Description: Information on psychological programs testing and treatment of inmates. ***Topics:*** Drug addiction; psychological testing; mentally and behaviourally disordered inmates; dance therapy. ***Program Record Number:*** CSC HCB 341

Release
Description: Information on case preparation for release and case supervision after release. ***Topics:*** Absences -- temporary, festive season, escorted, unescorted; discharge; parole -- release of inmates, community release, temporary detainees, post-release programs -- temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, Case Supervision Procedures Manual; pre-release programs -- intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, Case Preparation Procedures Manual. ***Program Record Number:*** CSC COB 250

Reports and Statistics
Description: Administrative reports and statistics on industrial operations. ***Topics:*** Inspection reports -- quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; sales reports; program situation report; monthly activity report; late delivery reports; work shortage reports. ***Program Record Number:*** CSC OPB 210

Sales
Description: Information on the sale of products made by inmates. ***Topics:*** Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools. ***Program Record Number:*** CSC OPB 200

Security
Description: General information on the security of institutions. ***Topics:*** Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions. ***Program Record Number:*** CSC COB 345

Security Equipment
Description: Information on the selection and use of security equipment. ***Topics:*** Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; Security Equipment Manual; contraband screening -- X-ray, metal detectors, narcotics identification kits; concealed person detectors; integrated communication and control system -- subsystem, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems -- closed-circuit television (CCTV) switching logic, fire/smoke alarm, nurse call system, intrusion detection, STELLER system, electric field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance -- counter technical intrusion inspection; weapons -- registration of firearms, ammunition, rifles and revolvers, riot tear- gas, shields. ***Program Record Number:*** CSC COB 375

Security Policy of the Government of Canada
Description: Information necessary to grant Reliability Status or Security Clearances to individuals who require access to designated or classified information and assets in our possession in order that they are safeguarded in an appropriate manner. Also information concerning the administration of the Security Policy as initiated by the Treasury Board Secretariat and applied to the Correctional Service of Canada. ***Topics:*** Consent to Disclose Personal Information; names, date of birth, place of birth, address, and sex of employees; criminal records, where applicable, background information provided by employees; results of investigations authorized as part of The Security Screening/Reliability Check process; records of the granting of Reliability Status and Security Clearances; security organization and administration standards; physical security standards; information technology security standards; and Personnel screening standards. ***Program Record Number:*** CSC IGS 145

Sentence Administration
Description: Documentation of inmates on admission and release, computation of sentences and remission. ***Topics:*** Admissions -- admission of foreign nationals; Sentence Administration Manual; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate files; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death -- suicides; recidivism; pre-sentence report; post-sentence report. ***Program Record Number:*** CSC COB 260

Shops
Description: Information on the organization, administration and layout of industrial shops. ***Topics:*** Shops -- wood, paint, metal, textile, automotive, print. ***Program Record Number:*** CSC OPB 215

Social and Community Programs
Description: Information on special programs to meet the needs of specific groups of offenders and on the administration of financial programs. ***Topics:*** Finance -- community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; recreation deductions; hospital and medical services insurance plan; benefits entitlement; programs -- long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program. ***Program Record Number:*** CSC OPB 275

Social and Cultural Development
Description: Information on programs designed to enhance the inmate's social, cultural and physical development. ***Topics:*** Associations; entertainment -- concerts and shows put on by inmates, hobby craft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical eduction and recreation -- physical fitness testing, standards, minimum security institutions, medium and maximum security institutions,inter-institutional sports day, exceptional people's olympiad; social development programs -- transcendental meditation, resource exchange project, life skills, long-term offender project (SSEAP); social and cultural development -- draft CD. ***Program Record Number:*** CSC OPB 320

Special Projects
Description: Information on special projects for the development of programs. ***Topics:*** Brantford community team; Correctional Employment Related Services (CER); outreach project; Converse; symposium of community resources ; coordinated computerized Community Residential Centre (CRC) programs; program evaluation; Citizen Action Group (Hamilton) employment project; Volunteer inmates; Exdeltra Inc.; Family Visiting Programs; HELP Program -- Frontier College; life skill project -- Prairies; inmate employment service -- Prince Albert film; parolees -- supervision cases -- John Howard Society of Metropolitan Toronto. ***Program Record Number:*** CSC OPB 300

Surveys and Reviews
Description: Information on inadequacies in security operations. ***Topics:*** Security functional review. ***Program Record Number:*** CSC COB 380

Transfers
Description: Information on the actual movement of inmates or groups of inmates. ***Topics:*** Insane inmates; transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates; institutional monthly flow charts; monthly report on inmate population movement. ***Program Record Number:*** CSC COB 395

Visits and Correspondence
Description: Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication. ***Topics:*** Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors. ***Program Record Number:*** CSC COB 425

Vocational Training
Description: Information on commercial training, manufacturing trades, small business courses. ***Topics:*** Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations; micrographic; word processing; correspondence courses. ***Program Record Number:*** CSC OPB 185

Volunteers
Description: Information on the general public and inmates as volunteers. ***Topics:*** Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project -- accommodation, female offenders, international programs, review board, statistics, steering committee and consultation group, comments from outside organizations; handbook for volunteers, volunteer conference, federal/provincial seminar on volunteers in corrections, Ontario Ministry of Correctional Services volunteer programs. ***Program Record Number:*** CSC OPB 305

Work Opportunities
Description: Information on the administration of work opportunities for inmates. ***Topics:*** Inmate labour on construction projects; joint ventures -- projects involving private sector; forestry -- tree nursery reforestation; Employment and Immigration Canada economic growth component; firms operated by inmates -- maintenance, food services, laundry, stores. ***Program Record Number:*** CSC OPB 225

Office of the Deputy Commissioner for Women

Female Offenders
Description: Information on special programs to meet the needs of the female offender. ***Topics:*** Relocation of female offenders; provincial co-operation -- administration of Prison for Women, Elizabeth Fry societies, federal female inmate relocation project-advisory group, federal-provincial Committee on the Female Offender, National Advisory Committee on the Female Offender, National Planning Committee on the Female Offender, female accommodation, programs for female offenders; women in conflict with the law. ***Program Record Number:*** CSC OPB 310

Performance Assurance

Audits
Description: Information on the internal audit program within the Correctional Service of Canada including management of the audit function. ***Topics:*** Operational audit reports; annual audit reports; annual and long range internal audit plans; internal audit programs and questionnaires. ***Program Record Number:*** CSC IGS 125

Inquiries, Commissions, or Committees Addressing Correctional Issues
Description: Records on various correctional issues, originated by Boards of Inquiry, Commissions, or Committees. ***Topics:*** Canadian Committee on Corrections - Mr. Justice Ouimet; Commission of Inquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; Provost Commission on the administration of Justice; inquiry of Joseph E. Nuss into the presentation of live entertainment performances at Archambault Institution and other federal Institutions; Report of The Correctional Investigator on Allegations of Mistreatment of Inmates at Archambault; murders and assaults in the Ontario Region; Pepino Inquiry (Feb. 1988); A Follow Up To The Pepino Inquiry (May 1990); Creating Choices (Task Force on Federally Sentenced Women - April, 1990); Task Force on Aboriginal Peoples In Federal Corrections (1990-91); Report of the Panel Appointed to Review The Temporary Absence Program For Penitentiary Inmates (Pepino Inquiry III - March, 1992); Task Force on Violence In Federal Institutions (1992). ***Program Record Number:*** CSC IGS 140

Investigations
Description: Records on investigations convened by the Commissioner of Corrections, the Deputy Commissioners of the Regions, or the Heads of Operational Units concerning the administration of the Correctional Service of Canada. The lessons learned and best practices identified during these investigations contribute to achieving our mission. ***Topics:*** The report resulting from each investigation. This includes: the convening order with terms of reference; the facts pertaining to the situation being investigated, as detailed in a chronology; the issues developed during the investigation; the findings of the board members; and the recommendations made

on the basis of these findings. ***Program Record Number:*** CSC IGS 135

Personal Information Banks

Access and Privacy Requests

Description: This bank is located at National Headquarters. It contains the information request applications under the Privacy Act and Access to Information Act for records held by the Correctional Service of Canada (CSC), and the replies to such requests and information related to the processing of such requests. The bank holds requests for consultations from other Government Institutions. The bank also holds Requests for Corrections, replies to requests for Corrections and related documents, information on complaints and related information. It is emphasized that when requesting access to this bank, in addition to the other data indicated on the standard Personal Information Request form or on the Access to Information form, individuals must give their full name and DOB; with regard to Privacy requests, offenders and ex-offenders will also give their FPS numbers. ***Class of Individuals:*** Individuals who, pursuant to the Privacy Act or Access to Information Act, seek to access information held by the CSC. ***Purpose:*** To provide background documentation to assist in the resolution of complaints under the Privacy Act and Access to Information Act; also, for research, statistical and evaluation purposes. ***Consistent Uses:*** The bank is used for processing access requests and to report on the number of Privacy and Access requests annually. No data matching occurs. The information can also be used for research, statistical and evaluation purposes. ***Retention and Disposal Standards:*** Records are held for two years following the last use for administrative purposes; they are then destroyed. ***Related to PR#:*** CSC MAB 121 ***TBS Registration:*** 003907 ***Bank Number:*** CSC PPU 130

Admission and Discharge

Description: This bank contains admission and discharge records and data on the personal effects of incoming and outgoing offenders. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To compile an inventory listing of an offender's cell and stored effects, monies and securities, valuables and other important documents. ***Consistent Uses:*** This bank assists in the processing of claims against the Crown and in accessing the personal effects of inmates. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender attains 70 years of age or five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 230 ***TBS Registration:*** 001075 ***Bank Number:*** CSC PPU 025

Case Management - Community Bank

Description: Since 1991, as a result of the shift of case preparation from the community to the institutions, the CSC gradually introduced a major change to its case management records system. The existing three-bank case management records system, CSC PPU 035 Case Management - Institution "A", CSC PPU 040 Case Management - Institution "B", CSC PPU 030 Case Management - Community was phased out; as a result of the conversion the CSC has one, single ACTIVE case management bank called "CSC PPU 042 Case Management Bank". (a) ALL the records filed before the conversion on the CSC PPU 030 Case Management Community Bank remain active and are transferred to the new "CSC PPU 042 Case Management Bank", (b) the name CSC PPU 030 Case Management - Community Bank disappears; (c) ALL case management records, be they generated from then on in the institution or in the community, are filed on the one, single case management bank CSC PPU 042 Case Management Bank. Therefore, all the CSC PPU 030 Case Management - Community records that were held on the former CSC PPU 030 Case Management - Community Bank are now all on the CSC PPU 042 Case Management Bank. In order to access a CSC PPU 030 Case Management Community Bank the requestor merely has to request the CSC PPU 042 Case Management Bank and he will thus get all his former CSC PPU 030 Case Management - Community records. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion of the case management records system and who DID NOT return under CSC jurisdiction: The CSC PPU 030 Case Management Community Bank remains inactive. This bank remains accessible under the Privacy Act. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion but who came back under CSC jurisdiction AFTER the conversion of the case management records system: The CSC PPU 030 Case Management Community Bank is: (a) retrieved from Archives, (b) the name CSC PPU 030 Case Management Community is deleted, (c) the content of this former CSC PPU 030 Case Management - Community Bank is reactivated and the file is renamed CSC PPU 042 Case Management Bank. From then on, the CSC continues filing ALL case management records on the offender on this one, single, CSC PPU 042 Case Management Bank, be they generated in the community or in the institution." This bank contains records and data on an offender's release programs as well as background information on his/her incarceration. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution; or individuals who belong(ed) to a provincial jurisdiction but

whose case preparation and supervision are (were) effected by the Correctional Service of Canada (Example: provincial offenders serving time in Nova Scotia). ***Purpose:*** To provide documentation to assist in the decision-making process for parole. ***Consistent Uses:*** This bank is used in the preparation of penitentiary placement and release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 230 ***TBS Registration:*** 001076 ***Bank Number:*** CSC PPU 030

Case Management - Institution "A" Bank
Description: Status of CSC PPU 035 Case Management - Institution "A" Bank: Only those individuals who served time under the jurisdiction of the CSC BEFORE the conversion of the case management records system that was gradually introduced since 1991, can have information on the CSC PPU 035 Case Management - Institution "A" Bank. At the time of the conversion of the case management records system, CSC PPU 035 Case Management - Institution "A" was rendered inactive. The CSC PPU 035 Case Management - Institution "A" Bank remains accessible under the Privacy Act. This bank contains sensitive information on all offenders incarcerated in federal institutions. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also holds any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To assist in the case management process for the offender. ***Consistent Uses:*** This bank is used in the decision-making process for determining the type of institution in which an offender should be incarcerated and the type of custody; the type and number of escorts required in cases of temporary absences or transfer; plans and progress in regard to preparation for release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***Note:*** Since 1991, as a result of the shift of case preparation from the community to the institutions, the CSC gradually introduced a major change to its case management records system. The three-bank case management records system, CSC PPU 035 Case Management - Institution "A", CSC PPU 040 Case Management - Institution "B", CSC PPU 030 Case Management - Community was gradually phased out; since the time of the conversion the CSC has one, single ACTIVE case management bank called "CSC PPU 042 Case Management Bank". ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 230 ***TBS Registration:*** 001077 ***Bank Number:*** CSC PPU 035

Case Management - Institution "B" Bank
Description: Status of CSC PPU 040 Case Management - Institution "B" Bank: Only those individuals who served time under the jurisdiction of the CSC BEFORE the conversion of the case management records system that was gradually introduced since 1991, can have information on the CSC PPU 040 Case Management - Institution "B" Bank. At the time of the conversion of the case management records system, the CSC PPU 040 Case Management - Institution "B" Bank was rendered inactive. The CSC PPU 040 Case Management - Institution "B" Bank remains accessible under the Privacy Act. This bank contains applications submitted by an offender as well as notifications given to an offender on case management and financial matters. It also holds any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To record requests and events of short-term significance, such as escorted temporary absence permit, performance notice, application for transfer (inmate), etc. ***Consistent Uses:*** This bank is used in the day-to-day

management of offenders. Information may also be shared with victims or potential victims of offenders; information may also be shared for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 230 ***TBS Registration:*** 001078 ***Bank Number:*** CSC PPU 040

Case Management Bank

Description: Since 1991, as a result of the shift of case preparation from the community to the institutions, the CSC gradually introduced a major change to its case management records system. The existing three-bank case management records system, CSC PPU 035 Case Management - Institution "A", CSC PPU 040 Case Management - Institution "B", CSC PPU 030 Case Management - Community was phased out; as a result of the conversion the CSC has one, single ACTIVE case management bank called "CSC PPU 042 Case Management Bank". (a) ALL the records filed before the conversion on the CSC PPU 030 Case Management Community Bank remain active and are transferred to the new "CSC PPU 042 Case Management Bank", (b) the name CSC PPU 030 Case Management - Community Bank disappears; (c) ALL case management records, be they generated from then on in the institution or in the community, are filed on the one, single case management bank CSC PPU 042 Case Management Bank. Therefore, all the CSC PPU 030 Case Management - Community records that were held on the former CSC PPU 030 Case Management - Community Bank are now all on the CSC PPU 042 Case Management Bank. In order to access a CSC PPU 030 Case Management Community Bank the requestor merely has to request the CSC PPU 042 Case Management Bank and he will thus get all his former CSC PPU 030 Case Management - Community records. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion of the case management records system and who DID NOT return under CSC jurisdiction: The CSC PPU 030 Case Management Community Bank remains inactive. This bank remains accessible under the Privacy Act. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion but who came back under CSC jurisdiction AFTER the conversion of the case management records system: The CSC PPU 030 Case Management Community Bank is: (a) retrieved from Archives, (b) the name CSC PPU 030 Case Management Community is deleted, (c) the content of this former CSC PPU 030 Case Management - Community Bank is reactivated and the file is renamed CSC PPU 042 Case Management Bank. From then on, the CSC continues filing ALL case management records on the offender on this one, single, CSC PPU 042 Case Management Bank, be they generated in the community or in the institution". This bank contains records, data and sensitive information on all offenders under the responsibility of the Correctional Service of Canada, such as release programs, applications submitted by an offender as well as notifications given to an offender on case management and financial matters. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also holds any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To provide documentation to assist in the case management process for the offender and the decision-making process for parole and to record requests and events of short-term significance, such as escorted temporary absence permit, application for transfer (inmate), etc. ***Consistent Uses:*** This bank is used in the day-to-day management of offenders and in the decision-making process for determining the type of institution in which an offender should be incarcerated and the type of custody; the type and number of escorts required in cases of temporary absences or transfer; plans and progress in regard to preparation for release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments. The information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 230 ***TBS Registration:*** 003195 ***Bank Number:*** CSC PPU 042

Claims

Description: This bank contains records on claims by and against the Crown, and debt due to and against the Crown, including the nature of the claim and settlement transactions which may result. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To document all claims involving the Crown and federal offenders. ***Consistent Uses:*** This bank is used to assess the validity of claims and to determine monetary settlements for compensation. ***Retention and Disposal Standards:*** Records are retained for two years if the claim is under $1,000, and six years if the claim is over $1,000. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the institution and the approximate date, and any other identifying data that would help to expedite the processing of their request. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC IGS 135 ***TBS Registration:*** 002675 ***Bank Number:*** CSC PPU 120

Discipline and Dissociation

Description: This bank contains discipline and dissociation records and data on disciplinary measures taken against the offender as a result of breaches of institutional regulations, or irregularities. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To document disciplinary measures taken against an offender. ***Consistent Uses:*** To assist in the decision-making process for parole, temporary absence and transfer applications as well as in sentence calculation. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 345, 365 ***TBS Registration:*** 001079 ***Bank Number:*** CSC PPU 045

Education and Training

Description: This bank contains education and training records and data created while an offender is incarcerated in an institution. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** The purpose of this bank is to document the education and training progress of an offender. ***Consistent Uses:*** The information is used to monitor an offender's education and training progress. Information may be shared with the private sector, other federal departments/agencies, and provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until an offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC OPB 165 ***TBS Registration:*** 001080 ***Bank Number:*** CSC PPU 050

Employer Programs

Description: This bank contains records on individuals, groups, agencies or firms who are involved in creating work opportunities for offenders, such as joint venture projects, or who wish to obtain goods produced and/or services provided by offenders. ***Class of Individuals:*** Individuals who are involved in creating work opportunities for offenders. ***Purpose:*** It is used to manage offender employment programs, to record their expenditures and revenues, to market offender goods and services and to provide statistical and other data about these programs. No data matching occurs. ***Retention and Disposal Standards:*** Retained for six years. Historical records are transferred to the National Archives of Canada. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide the approximate dates and the institution or the region where they offered their services, and any other identifying data that may expedite the processing of their request. ***PAC Number:*** 91-019 ***Related to PR#:*** CSC OPB 225 ***TBS Registration:*** 003349 ***Bank Number:*** CSC PPU 095

Employment

Description: This bank contains records and data on an offender's employment within the institution and the community. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To evaluate and assess an offender's progress and employability. ***Consistent Uses:*** To monitor and evaluate employment and pay progress. Information may be shared with the private sector, other federal departments/agencies, provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC

OPB 150 ***TBS Registration:*** 001081 ***Bank Number:*** CSC PPU 055

International Transfers

Description: This bank, located at National Headquarters, contains applications for transfer, offender personal data, family data, citizenship data, case histories, offence data, sentence data, warrant(s) of committal and confirmation of judgement. It may also contain other documents specifically required by individual countries. ***Class of Individuals:*** Canadians who are or have been incarcerated abroad or foreign offenders who are incarcerated in a Canadian federal institution and have requested a transfer to their country of origin. ***Purpose:*** To provide documentation in order to assist and support the decision- making process for international transfers. ***Consistent Uses:*** This bank is used to prepare international transfer cases. Information may be shared with the Department of Justice, Department of External Affairs and Employment and Immigration. ***Retention and Disposal Standards:*** The records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 91-019 ***TBS Registration:*** 002681 ***Bank Number:*** CSC PPU 125

Offender Grievances

Description: This bank, at the different levels, contains complaints and grievances presented by offenders; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and all correspondence about grievances. ***Class of Individuals:*** Individual who are or have been incarcerated in a federal institution and who have presented a grievance. ***Purpose:*** The purpose of this bank is to record information used in the grievance process through all levels. ***Consistent Uses:*** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. No data matching occurs. ***Retention and Disposal Standards:*** The records are disposed of two years following the resolution of grievances. Historical records are transferred to the National Archives of Canada. ***Note:*** Since this bank does not follow the offender during his/her incarceration, in addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide the location where the grievance was filed (Institution, Regional Headquarters or National Headquarters), and any other identifying data that would help to expedite the processing of their request. ***PAC Number:*** 91-019 ***Related to PR#:*** CSC OPB 270 ***TBS Registration:*** 001584 ***Bank Number:*** CSC PPU 082

Offender Health Care

Description: This bank contains records on an offender's health care within the federal institution and the community; the treatment provided and related information. The records within the bank are segregated into three dockets, namely, medical and surgical, dental, and psychiatric. The dockets contain health care histories, test results and interpretations, X- rays, treatment provided and related information. Information filed on the psychiatric docket includes, although not exclusively, all documentation prepared on an offender to determine if there is a requirement to transfer the subject to a psychiatric treatment centre. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** The bank is used for treatment purposes, and to record and respond to offender health care problems such as illness or injury. ***Consistent Uses:*** Certain health care records are used for research, evaluation and training purposes, but no decisions directly affecting the individual result from these uses. Information may also be shared with the private sector in the areas of health and social services, and with the public sector in the areas of health and social services, the Employment Accident Compensation Program and corrections. Data matching occurs with NPB and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. NOTE: However, with respect to X-ray films, these records are retained, at the institution of taking, for a minimum of five calendar years. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC HCB 325, 330, 335, 340, 341 ***TBS Registration:*** 003345 ***Bank Number:*** CSC PPU 060

Offender Information

Description: This bank, located at National Headquarters, contains administrative records of a general nature and background information on all aspects of an offender's incarceration in a federal institution. It may contain copies of correspondence retained on other offender banks at the institutional level. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution and have written correspondence to the Minister or the Commissioner. ***Purpose:*** To provide documentation to assist in the decision-making process for sentence administration, institutional program planning and release on parole. ***Consistent Uses:*** This bank is used to prepare ministerial correspondence and to assist in processing claims against the Crown. ***Retention and Disposal Standards:*** Records are retained for five years after last action is complete. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 71-023 ***Related to PR#:*** CSC HCB 325, 330, 335, 340, 341; CSC OPB 150, 165; CSC COB 230, 260, 345, 365, 400, 425; CSC IAD 270 ***TBS Registration:*** 002674 ***Bank Number:*** CSC PPU 115

Open Competitions

Description: This bank contains information on individuals who have responded to an open competition notice posted by the Correctional Service of Canada. The information includes requests to staff a position, all information regarding the position, all advertising data, all applications and interview data on applicants, screening and selection board reports, offers of appointment and appointment documents. ***Class of Individuals:*** Individuals who have responded to an open competition notice posted by Correctional Service Canada. ***Purpose:*** It is used to staff positions through open competitions on referral from applicant inventory, and for statistical studies. ***Consistent Uses:*** Data matching occurs with previous employers (federal, provincial and private) and law enforcement agencies. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are disposed of two years after the date of selection of applicant by the competition board. Historical records are transferred to the National Archives of Canada. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the competition number the approximate date and location, and any other identifying data that would help to expedite the processing of their request. ***PAC Number:*** 86-001 ***TBS Registration:*** 003350 ***Bank Number:*** CSC PPU 100

Pardons

Description: When an offender is granted a pardon under the Criminal Records Act, all personal information banks pertaining to that individual are segregated from the regular records holdings and are not disclosed for any purpose unless the pardon is revoked and the records are returned to the regular records holdings. ***Class of Individuals:*** Individuals who have been incarcerated in a federal institution or supervised by a federal parole office and have been granted a pardon. ***Purpose:*** The purpose of this bank is to store and protect records of pardons granted under the Criminal Records Act. ***Consistent Uses:*** These records cannot be used for any purpose. No data matching occurs. ***Retention and Disposal Standards:*** The records are normally retained until the offender reaches 80 years of age. Historical records are transferred to the National Archives of Canada. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide the approximate date, a copy of their pardon certificate, and any other identifying data that would help to expedite the processing of their request. ***Related to PR#:*** CSC HCB 325, 330, 335, 340, 341; CSC OPB 150, 165; CSC COB 230, 260, 345, 365, 400, 425; CSC IAD 270 ***TBS Registration:*** 002121 ***Bank Number:*** CSC PPU 110

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank, located at National Headquarters, has been established to retain copies of requests received from, and replies to such requests with related details, to authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures, and the number thereof, that are made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. ***Consistent Uses:*** Information contained in this bank may be shared with federal investigative bodies such as, but not exclusively, the RCMP, the Intelligence Division of the Department of National Revenue (Customs and Excise), the Security Section of the Passport Office in the Department of External Affairs, etc. No data matching occurs. ***Retention and Disposal Standards:*** Records are retained for two years after completion of the request. ***Related to PR#:*** CSC CML 020 ***TBS Registration:*** 001582 ***Bank Number:*** CSC PPU 089

Personal Services Contracts

Description: This bank contains records on individuals who have entered into a personal services contract with Correctional Service of Canada. It includes the duties, length of service, remuneration and any other approved terms and conditions deemed necessary. ***Class of Individuals:*** Individuals who have entered into a personal service contract with Correctional Service of Canada. ***Purpose:*** To compile all relevant information regarding personal services contracts. It is used to monitor and evaluate performance and to verify entitlements. ***Consistent Uses:*** Data matching occurs with previous employers (federal, provincial and private) and law enforcement agencies. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are disposed of six fiscal years after completion of the contract. Historical records are transferred to the National Archives of Canada. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the number of the contract of interest to them, and any other identifying data that would help to expedite the processing of their request. ***PAC Number:*** 86-001 ***TBS Registration:*** 003351 ***Bank Number:*** CSC PPU 105

Preventive Security Records

Description: This bank contains records, such as incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to incidents. ***Class of Individuals:*** Individuals who provided information or are involved or implicated in incidents. ***Purpose:*** To prevent, reduce and control various incidents. These records are also used to assist in the classification, transfer and special handling of dangerous offenders. ***Consistent Uses:*** The information may also be shared with accredited domestic agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. ***Retention and Disposal Standards:*** The records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 345, 400 ***TBS Registration:*** 002685 ***Bank Number:*** CSC PPU 065

Psychiatric Treatment Centres

Description: This bank contains psychiatric records and some medical information pertaining to offenders treated in psychiatric treatment centres. The federal psychiatric treatment centres are: the Regional Treatment Centre at Dorchester Penitentiary (Atlantic Region), the Mental Health Regional Unit at Archambault Institution (Quebec Region), the Regional Treatment Centre (Ontario Region), the Regional Psychiatric Centre (Prairie Region), and the Regional Psychiatric Centre (Pacific Region). ***Class of Individuals:*** Individuals who are, or have been, incarcerated in a federal psychiatric treatment centre. ***Purpose:*** This bank is used for treatment purposes and to record offenders' mental health problems. ***Consistent Uses:*** The information recorded in this bank can be used for the transference of the offender to a provincial psychiatric treatment centre after the last warrant expiry date. Information may also be shared with the private sector, and with the public sector in the areas of health, social services and corrections. Data matching occurs with NPB, law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***Note:*** Since this bank does not follow the offender during his/her incarceration, in addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the federal psychiatric facility where the treatment was administered, and any other identifying data that would help to expedite the processing of their request. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC HCB 340 ***TBS Registration:*** 001585 ***Bank Number:*** CSC PPU 061

Psychology

Description: This bank contains psychological records and data such as psychological assessments, test results, and correspondence related to the offender's treatment. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To provide a psychological profile of an offender and to determine any treatment required. ***Consistent Uses:*** The bank assists in individual program planning, classification of an offender and transfers; and allows the monitoring of psychological treatment received. Information may be shared with the private sector, other federal departments and other levels of government in the areas of corrections and social services, health care, education and employment. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC HCB 341 ***TBS Registration:*** 001082 ***Bank Number:*** CSC PPU 070

Sentence Administration

Description: This bank contains records and data related to the administration of an offender's sentence such as records of earned remission, sentence computation and transfer warrant. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution. ***Purpose:*** To ensure that policies and procedures on the administration of the offender's sentence are followed. ***Consistent Uses:*** To control the administration and legal documents pertaining to an offender's incarceration. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC

COB 260 ***TBS Registration:*** 001083 ***Bank Number:*** CSC PPU 075

Visits and Correspondence
Description: This bank contains records and data on an offender's visits and correspondence, such as applications for participation in visiting programs, declaration of common-law union, and listing of visitors. ***Class of Individuals:*** Individuals who are or have been incarcerated in a federal institution and individuals who have visited or corresponded with them. ***Purpose:*** To administer the offender's visits and correspondence privileges. ***Consistent Uses:*** To control the entrance of visitors or contraband into an institution. Information may be shared with victims or potential victims of offenders, private after-care agencies, other government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies, the NPB and provincial authorities in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. ***Retention and Disposal Standards:*** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must include the name, FPS number and place of incarceration of the inmate whom they wish to visit or correspond with, and any other identifying data that would help to expedite the processing of their request. ***PAC Number:*** 96-048 ***Related to PR#:*** CSC COB 425 ***TBS Registration:*** 001084 ***Bank Number:*** CSC PPU 080

Volunteers
Description: This bank contains records of individuals offering their services on a voluntary basis. Information includes addresses, telephone numbers, biographies, resumes, and security clearances. ***Class of Individuals:*** Individuals (excluding offenders) who are, or have been, volunteers. ***Purpose:*** It is used to maintain an inventory of volunteers, and to monitor and control volunteers' activities and achievements. No data matching occurs. ***Retention and Disposal Standards:*** Retained for ten years. Historical records are transferred to the National Archives of Canada. ***Note:*** In addition to the requirements specified on the Personal Information Request Form, individuals requesting personal information contained in this bank must provide the approximate dates and the institution where they worked as volunteers, and any other identifying data that may expedite the processing of their request. ***PAC Number:*** 91-019 ***Related to PR#:*** CSC OPB 305 ***TBS Registration:*** 003348 ***Bank Number:*** CSC PPU 090

Classes of Personal Information

Administrative Inquiries
This group is a class of records on incidents involving offenders, staff or members of the public regarding injury sustained while on institutional property, damage or loss of personal property or departmental property and other unusual incidents such as fires which might result in a claim against the Crown. Individuals seeking access to these records must provide the location and the approximate date the inquiries was held. This class of records is used to process claims for and against the Crown, to establish the nature and length of disabilities and to determine the need for establishing or revising internal operating procedures. Records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada.

Appreciation, Complaints, Inquiries
This group is a class of records generated by members of the public, or staff such as: letters of appreciation, complaints and general inquiries. The data contained in this class of records is only used for an administrative purpose in cases where a complaint or inquiry is acted upon. Individuals seeking access to these records must provide the approximate date that the letter of appreciation, complaint or inquiry was initiated. These records are retained for two years. Historical records are transferred to the National Archives of Canada.

Complaints and Criticisms
This group is a class of records on complaints or criticisms received from staff regarding conditions of employment, including those from the Human Rights Commission and the Anti-discrimination Branch of the Public Service Commission. Individuals seeking access to these records must provide the approximate date the complaint or criticism was lodged. This class of records is used to record information dealing with complaints or criticisms involving staff and to make specific decisions to resolve the matter. Records are retained for three years.

Correctional Investigator Inquiries Records
This group is a class of records on inquiries initiated by the Correctional Investigator. This class of records is used to analyze and make action recommendations resulting from these inquiries conducted by the Correctional Investigator. These records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada. Data matching occurs with the correctional investigator.

Disciplinary Court Hearings
This group is a class of records on disciplinary court hearings. For each session of disciplinary court, audio recordings are made which contain the transcripts of the hearings on offenders who have been charged while incarcerated in an institution. This class of records is used to make decisions on the discipline of offenders resulting from the disciplinary court and during the grievances

process. Individuals seeking access to these records must provide the name of the institution in which they were charged and the date of the disciplinary hearing. It should be noted, however, that records may be obtained by the offender by sending a written request directly to the warden of the institution where the disciplinary hearing occurred. These records are retained for two years following the suspension of all actions relating to the disciplinary hearing. No data matching occurs.

Information Services - Inquiries
This group is a class of records on miscellaneous inquiries received from the public, outside organizations and other government departments on services performed by the Department. This class of records is used to respond to requests to interview employees and offenders from external sources such as the media and provincial organizations. Individuals seeking access to these records must provide the approximate date that the inquiry was initiated. These records are retained for two years. Historical records are transferred to the National Archives of Canada.

Institutional Security Threats
This group is a class of records on national and international groups, organizations and criminals. This class of records is used to provide background information on threats to institutional security and to provide reports on all security investigations to aid in preventing recurrences. Individuals seeking access to these records must provide the location and approximate date of the threat or investigation. These records are retained for ten years. Historical records are transferred to the National Archives of Canada. Data matching occurs with NPB, law enforcement agencies and provincial authorities.

Ministerial Inquiries
This group is a class of records on inquiries received from the public, outside organizations and other government departments on parliamentary matters, and material agendas and decisions of Cabinet. This class of records is used to prepare ministerial correspondence resulting from these inquiries. Individuals seeking access to these records must provide the subject matter, and approximate date the inquiry was initiated. Records are retained for five years. Historical records are transferred to the National Archives of Canada.

Research/Public Opinion Research
This is a class of records generated by research subjects, offenders or staff who participate in research, including public opinion research, on a vast spectrum of topics, conducted in the Correctional Service of Canada. Retrievable records consist of data gathering instruments such as, but not exclusively, questionnaires containing personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and date of the research, and any other data that may help to identify and locate the personal information they are seeking. No data matching occurs.

Security Inquiries
This group is a class of records on serious security incidents. For each incident, the report includes the inquiry terms of reference, facts gathered and recommendations. This class of records also encompasses police reports and intelligence assessments and is used to provide documentation to prevent recurrences of security incidents. Individuals seeking access to these records must provide the type of incident, the location and approximate date of the incident. These records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada. Data matching occurs with NPB, law enforcement agencies and provincial authorities.

Special Investigations
This group is a class of records on special investigations performed by the Audit and Investigations Sector on a wide variety of operational matters. The reports of the investigations include the terms of reference, facts gathered and recommendations. This class of records is used to resolve incidents involving offenders or employees and to correct, where required, methods of operation and internal procedures. Individuals seeking access to these records must provide the investigation, the location and approximate date it was initiated. Records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada.

Manuals

Case Management Manual

- Corcan Code Book
- CSC Directives
- CSC Guidelines
- Forms Catalogue
- Grievance Manual
- Inmate Pay Manual
- Medical and Health Care Services Manual
- Records Classification and Scheduling Plan
- Records Management Manual
- Sentence Administration Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General Information on Data Matching

Data Matching - Data Sharing

Within the mandate of the Correctional Service of Canada (CSC) is the requirement to share data with other areas of the Criminal Justice Community, to ensure that offenders are appropriately managed in a safe, secure and humane environment, and to ensure the safety of the offender, other inmates, staff and the community at large. Also, in order to accomplish its mandate the Service needs the information provided by other agencies and therefore a match is conducted.

Data Matching with Law Enforcement Agencies (municipal, provincial, international, federal police forces or another law enforcement body)

Following an offender's sentence to a federal institution, the CSC requests the criminal record (history information) from the Royal Canadian Mounted Police (RCMP). This information is used to assess the impact of the offender's criminal behaviour and to alert staff who will deal with the offender. CSC also requests a police report from the arresting and/or investigating law enforcement body in order to have a full understanding of the events surrounding the offence.

Following a sentence to a federal institution in the case of foreign nationals, the CSC must also request from the Inland Service (Immigration) that they provide it with information that is relevant to the administration of the offender's sentence and to the case management process.

When an offender is released to the community, there is a requirement to notify the RCMP and/or the local police force, and, when necessary, the Inland Service (Immigration), of the offender's address and the terms and conditions of the release. If an offender violates conditions of release, or is considered to be a risk, CSC will issue a warrant for the apprehension of the offender. The warrant is transmitted to the local police and the data is entered into the Canadian Police Information Centre (CPIC) system. The police is requested to locate and apprehend the offender.

Data Matching with the National Parole Board

CSC data is matched with the National Parole Board (NPB). With the implementation of the OMS (Offender Management System) there is one integrated system to meet the demand of both agencies.

While it is CSC's responsibility to manage the offenders for the duration of their sentence, it is the NPB's responsibility to assess the offenders' progress during incarceration, their risk to society, and their potential for successful reintegration into the community as law-abiding citizens. CSC information is shared with NPB pertaining to all aspects related to an offender prior to and during incarceration. Once NPB has assessed the information, and through a hearing process, makes their decision, CSC is notified. If the NPB makes a decision to conditionally release an offender, it is CSC staff who are responsible for the supervision and control of the offender in the community and keeping NPB informed of the offender's progress.

Data Matching with Provincial Authorities

An offender who is sentenced to a period of incarceration of two years or more, will serve this sentence under the jurisdiction of CSC. Offenders sentenced to less than two years will serve their sentence under a provincial jurisdiction. However, CSC is doing the case preparation and supervision for some provinces who do not have a parole board.

Often an offender will have a history of provincial incarceration, further, prior to sentencing the offender could be held in a provincial institution or a remand centre. Information collected during any period of incarceration is deemed significant and sometimes crucial to the successful management of that offender. It is for these reasons that information is routinely shared and matched between CSC and provincial authorities which include also the boards of education and hospitals.

Information is also requested from the sentencing judge and could also be requested from the crown attorney, from provincial parole and probation services. This information is used by CSC in the management of the offender and decision-making process.

Method of Data Matching/Sharing

In the preceding descriptions of CSC data matching/sharing, every effort is taken to ensure that the data matched/shared concerns the same individual. In order to validate that the different agencies are dealing with the same individual, a number of personal identifiers are matched. These include: name, sex, date of birth, finger print series number (FPS) and in some cases physical features.

CSC may conduct or assist others in conducting ad hoc data matching for the purpose of the enforcement of any law (i.e. Criminal Code).

Atlantic Region

Correctional Service of Canada
1045 Main Street, 2nd Floor
Moncton, New Brunswick
E1C 1H1

National Headquarters

Communications Sector
Correctional Service of Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9

(613) 992-8420

Ontario Region

Correctional Service of Canada
440 King Street West
P.O. Box 1174
Kingston, Ontario
K7L 4Y8

Pacific Region

Correctional Service of Canada
32560 Simon Avenue
P.O. Box 4500
Abbotsford, British Columbia
V2T 5L7

Prairie Region

Correctional Service of Canada
2313 Hanselman Place
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Québec Region

Correctional Service of Canada
3 Place Laval, 2nd Floor
Laval, Quebec
H7N 1A2

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

340 Laurier Avenue West
Ottawa, Ontario.

Reading rooms are also available at each of the regional headquarters mentioned above.

Defence Construction Canada
Chapter 44

General Information

Background
Defence Construction (1951) Limited is a Crown corporation as defined in Part X of the Financial Administration Act and as listed in Schedule III, Part 1 of that Act. The company is the contracting and supervisory agent for the major military construction and maintenance projects required by the Department of National Defence. Under the Federal Identity Program, the company is also known as Defence Construction Canada. It reports to Parliament through the Minister of Public Works and Government Services.

Responsibilities
Defence Construction Canada provides architectural and engineering consultant contracting and contract administration services, as well as project management support, and contracting and contract management for both the construction and environmental remediation programs of the Department of National Defence.

Legislation
- Defence Production Act

Organization

Office of the President
The overall operations of the corporation are directed by the President.

♦ Corporate Services Division
This division is managed by the Director, Corporate Services, who is also Secretary Treasurer and an officer of the Company. The Division is responsible for all internal support functions, including finance and accounting, information services, administrative services and human resources.

♦ Operations Division
This Division is headed by a Vice-President/Chief Engineer who is also an officer of the Company. The Operations Division oversees all construction contract management, the activity which makes up the Company's main business. The Division's function spans activities from contract award through the end of the warranty period. Four Regional Directors, who report to the Vice-President Operations are responsible for construction and consultant contract operations at approximately 35 Site Offices on major Canadian Forces installations.

♦ Contract Services Division
This Division is managed by the Director of Contract Services. It oversees all contracting activities, whether consultant, construction or environmental. The Division is also responsible for carrying out all contracting for the Canadian Forces Housing Agency.

Information Holdings

Program Records

Administration of Construction and Maintenance Contracts
Description: Information on contracts for construction and maintenance. ***Topics:*** Request for contract from National Defence; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. ***Access:*** Files arranged by location and type of project (construction or repairs and maintenance). ***Program Record Number:*** DCC OPR 005

Consultant Contracts
Description: Information on consultant contracts. ***Topics:*** Request for contract from National Defence; correspondence on contract negotiations; contracts; change orders; progress claims. ***Program Record Number:*** DCC OPR 010

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Budgets

Human Resources

Finance

Furniture and Furnishings

Official Languages

Personal Information Banks

Construction and Maintenance Contracts
Description: This bank contains records and data relating to the administration of each contract. The data includes requests for contracts from the Department of National Defence, tender forms and associated documents,

contracts, change orders, progress claims, correspondance, shop drawing approvals, substantial and final completion forms. ***Class of Individuals:*** Construction companies who have been awarded a construction or maintenance contract. ***Purpose:*** This bank is used as a reference so that all transactions between the contractor and Defense Construction (1951) Limited are carried out in accordance with the terms of the contract. ***Consistent Uses:*** The information is to be used for the purpose outlined in the Purpose of the bank. No matching activities are applicable. Information may be disclosed with adequate proof of identification and/or authority. ***Retention and Disposal Standards:*** Inactive records are retained for seven years and are kept at a regional federal records centre. The federal records centre retains, maintains and disposes of these records. ***TBS Registration:*** 003786 ***Bank Number:*** DCC PPU 005

Consultant Contract Records

Description: This bank contains records and data relating to the administration of each contract. The data includes requests for contracts from the Department of National Defence, correspondence on contract negotiations, contracts, change orders, progress claims and other correspondence. ***Class of Individuals:*** Consulting companies who have been awarded a contract. ***Purpose:*** This bank is used as a reference so that all transactions between the consultant and Defence Construction (1951) Limited are carried out in accordance with the terms of the contract. ***Consistent Uses:*** The information is to be used for the purpose outlined in the Purpose of the bank. No matching activities are applicable. Information may be disclosed with adequate proof of identification and/or authority. ***Retention and Disposal Standards:*** Inactive records are retained for seven years and are kept at a regional federal records centre. The federal records centre retains, maintains and disposes of these records. ***TBS Registration:*** 003785 ***Bank Number:*** DCC PPU 010

Classes of Personal Information

In the course of conducting the programs and activities of Defence Construction Canada, personal information may be acquired which is not held in any specific information bank. Rather, it exists in fragmented form throughout other records. This information is retrievable only if specifics are provided concerning the subject matter and related functional activity of the Corporation. This information is retained for the same period of time as the related subject information and is disposed of according to the appropriate record schedules.

Manuals

- Defence Construction Canada Administration Manual
- Defence Construction Canada Human Resources Policy and Administration Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Further information about Defence Construction Canada and its programs may be obtained from:

Head Office

Defence Construction Canada
Place de Ville, Tower B
17th Floor, 112 Kent Street,
Ottawa, Ontario
K1A 0K3

(613) 998-9548

Atlantic Regional Office

Defence Construction Canada
Suite 230
3 Spectacle Lake Drive
Dartmouth, Nova Scotia
B3B 1W8

(902) 426-8340

Quebec Regional Office

Defence Construction Canada
Suite 2700
Olympic Village, West Tower
5199 Sherbrooke Street East
Montreal, Quebec
H1T 3X2

(514) 283-8071

Ontario Regional Office

Defence Construction Canada
Suite 205, Howard Maitland Building
780 Midpark Drive
Kingston, Ontario
K7M 7P6

(613) 384-1256

Western Regional Office

Defence Construction Canada
Unit 206, 12222 137th Street
Edmonton, Alberta
T5L-4X5

(403) 495-2555

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Administrative Services Section
112 Kent Street, 17th Floor
Room 1744
Ottawa, Ontario

Department of Finance Canada
Chapter 45

General Information

Background
The Department of Finance was formed in 1867 and received legislative authority pursuant to section 14 of the Financial Administration Act.

Responsibilities
The Department is responsible for advice to the federal government on the economic and financial affairs of Canada. It oversees all government initiatives affecting the economy and monitors external factors that may have a bearing on domestic economic performance. The Department's most visible output is the federal budget. The Minister of Finance's budget speech reviews the government's accounts and presents fiscal projections for the coming years, including expenditures, revenues, tax changes and debt levels. In addition, the Minister is responsible for the management of the Consolidated Revenue Fund.

Legislation
- Air Canada Public Participation Act, R.S., 1985 C.35 (4th Supp.)
- Bank Act, S.C. 1991, c. 46
- Bank of Canada Act, R.S.C. 1985, c. B-2
- Bills of Exchange Act, R.S.C. 1985, c. B-4 (with the exception of Part IV)
- Bretton Woods & Related Agreements Act, R.S.C. 1985, c. B-7
- Canada Deposit Insurance Corporation Act, R.S.C. 1985, c. C-3
- Canada Development Corporation Reorganization Act, S.C. 1985, c. 49
- Canada Pension Plan Investment Board Act, S.C. 1997, c. 40
- Canada Pension Plan, R.S.C. 1985, c. C-8, ss. 109 to 113 and s. 115
- Canada-Newfoundland Atlantic Accord Implementation Act 1987, c.3
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act, S.C. 1988, c. 28, Part IV and V
- Canadian International Trade Tribunal Act, R.S.C. 1985, c. C-18.3
- Canadian Payments Association Act, R.S.C. 1985, c. C-21
- Cooperative Credit Associations Act, S.C. 1991, c. 48
- Currency Act, R.S.C. 1985, c. C-52, Part II
- Customs Excise Offshore Application Act, R.S.C. 1985, c. C-53
- Customs Tariff, R.S.C. 1985, c. C-54.01
- Debt Servicing and Reduction Account Act, R.S.C. 1992, c. 18
- Diplomatic Service (Special) Superannuation Act, R.S.C. 1985, c. D-2
- European Bank for Reconstruction and Development Agreement Act, R.S.C. 1985, c. E-13.5
- Federal-Provincial Fiscal Arrangements, R.S., 1985, C. F-8, 9, 1995, c. 17, s.45
- Federal-Provincial Fiscal Revision Act, S.C. 1964-65, c. 26
- Financial Administration Act, R.S.C. 1985, c. F-11 (joint responsibility with the President of the Treasury Board)
- Financial Institutions Depositors Compensation Act, 1985, c. 51
- Garnishment, Attachment and Pension Diversion Act, R.S.C. 1985, c. G-2
- Halifax Relief Commission Pension Continuation Act, 1974-75-76, c.88
- Income Tax Act, R.S.C. 1985, c.1 (5th Supp.)
- Income Tax Conventions Interpretation Act, R.S.C. 1985, c. I-4
- Insurance Companies Act, S.C. 1991, c. 47
- Interest Act, R.S.C. 1985, c. I-15
- Maritime Provinces Additional Subsidies Act, S.C. 1942-43, c.14
- Newfoundland Additional Financial Assistance Act, R.S.C. 1985, c. N-23
- Office of the Superintendent of Financial Institutions Act, R.S.C. 1985, c. F-11.3
- Oil Export Tax Act, 1973-74, c.53
- Payment, Clearing and Settlement Act, 1996, c.6, Sch.
- Pension Benefits Standards 1985, R.S.C. 1985, c. P-7.01
- Prince Edward Island Subsidy Act, S.C. 1912, c. 42
- Proceeds of Crime (Money Laundering) Act, S.C. 1991, c. 26
- Provincial Subsidies Act, R.S.C. 1985, c. P-26
- Special Import Measures Act, R.S.C. 1985, c. S-15
- Spending Control Act, S.C. 1992, c. 19
- Supplementary Fiscal Equalization Payments Act – 1982-87, 1985, c.29
- Trust and Loan Companies Act, S.C. 1991, c. 45

- Winding-up Act, R.S.C. 1985, c. W-11

Organization

Access to Information and Privacy Division

This division is responsible for administering the Access to Information Act and the Privacy Act for the Department. It processes requests submitted under the legislation, handles complaints lodged with the Information and Privacy Commissioners and responds to informal enquiries. The Division also provides advice and guidance to departmental officials on matters which concern the legislation.

Canada Investment and Savings

Canada Investment and Savings is a Special Operating Agency within the Department of Finance responsible for the retail component of the government's debt obligations, including the strategy, management and performance. The Agency was created in August 1995 and the name was changed from "Canada Retail Debt Agency" to "Canada Investment and Savings" in September 1996 to better reflect the agency's mandate. The Agency has three main functional areas:

♦ Marketing Services

Conceptualizes the government's overall marketing and communication strategy for the retail debt program (e.g. Canada Savings Bonds), develops and implements marketing plans and advertising campaigns for existing and new products, and monitors performance.

♦ Product Management

Manages existing portfolio of products and develops and introduces new retail debt products.

♦ Sales and Distribution

Manages the delivery network for the family of retail debt products, develop new partnerships with financial institutions, explores and pilot tests new distribution channels including elecronic alternatives and develops easier access to existing Government of Canada retail debt products.

Consultations and Communications Branch

This branch is responsible for developing communications and consultations strategies and initiatives that assist the Minister and other branches in formulating and implementing policy initiatives, including the annual federal budget. It organizes ministerial and departmental consultations, manages a range of information and public affairs activities, and provides related services. It is composed of two divisions.

♦ Communications Policy and Strategy Division

This division develops communications plans and strategies, and provides communications advice on the handling of departmental issues and the implementation of policies and programs. It also drafts speeches, press releases, various briefing papers, publications and multi-media presentations, including material in support of the federal budget. As well, the division undertakes communications research and analysis and monitors the media on a daily basis for issues of interest to the Minister, the Secretary of State and the department.

♦ Public Affairs and Operations Division

This division implements and supports external communications and public relations activities. It carries out an extensive media relations program, including preparing departmental and ministerial announcements and statements, and arranging for briefings and press conferences, including those for the release of the federal budget. The division also provides logistical support for all departmental publications. The division develops and maintains contacts with the business community, labour organizations, and social, voluntary and other interest groups, and assists the Minister, the Secretary of State and the department in consulting with the public and stakeholders on a range of economic and fiscal issues. As well, the division manages the Departmental Correspondence Centre.

The division also manages the Visits, Conferences and Protocol unit. This unit provides Finance with expertise and services in the areas of conference and meeting organization, management and logistics, visits by foreign dignitaries and officials, and other protocol services.

Corporate Services Branch

The role of this branch is to assist the Deputy Minister of Finance and the Secretary of the Treasury Board in the management of the internal administration of their organizations and to provide financial, personnel, administrative and management advice to branches and divisions. The Branch consists of six divisions: Administrative Services; Informatics Services; Financial Services; Human Resources; Security Services; Business and Technology Integration Division.

Economic and Fiscal Policy Branch

This branch analyzes and appraises all factors affecting Canada's economic and financial situation and recommends measures to meet the requirements of appropriate fiscal policies. It also analyzes and forecasts the financial requirements of the government of Canada.

♦ Economic Analysis and Forecasting Division

This division has primary responsibility for monitoring and analyzing current Canadian economic conditions and the economic outlook and for the preparation of quarterly

economic forecasts for the Canadian (national and provincial) and U.S. economies. It also prepares assessments of the impact of policy measures and other events on the Canadian economy. In addition, the division produces the quarterly publication entitled "Economy in brief".

♦ Economic Studies and Policy Analysis Division

The division has primary responsibility for anticipating major policy issues the government of Canada is likely to face, develops tools to analyze these issues, prepares analysis and research of the highest calibre and, based on all this, recommends policy advice in both macroeconomic and structural areas. The technical work undertaken in the division is made public in the form of a working paper series.

♦ Fiscal Policy Division

This division has primary responsibility for advising on fiscal policy and analyzing the financial requirements of the Government of Canada and for monitoring and analyzing the developing fiscal positions of other levels of government. It also has primary responsibility for analysis and advice on the government's fiscal framework and co-ordinating the department's advice to the Minister on overall spending priorities. The division plays a key role in the budgetary process, and is responsible for the preparation of the Fiscal Monitor, as well as several budgetary papers. In addition, the division reviews the form and content of the Public Accounts and other statements for which the Minister has responsibility under the Financial Administration Act.

Economic Development and Corporate Finance Branch

This branch is responsible for providing policy advice and analytical support to the Minister of Finance on a wide range of economic, fiscal and financial issues related to the microeconomic policies of the government.

♦ Corporate Finance & Privatization Division

This division advises: on the economic and fiscal implications of policies and programs in the areas of transportation and infrastructure systems and services; provides corporate financial analysis and advice on proposals for government support to major development projects and in relation to corporate restructuring plans; plays a central role in the privatization of federal Crown Corporations, other corporate holdings and government services that no longer require government ownership or direct delivery to fulfill a public policy role; and provides a focal point for cross-cutting issues of interest to the Minister of Finance in the management and operations of federal Crown Corporations.

♦ Economic Development Policy Division

This division advises on the economic and fiscal implications of policies and programs to promote economic development in Canada in the specific areas of industrial and sectoral development, industrial innovation and science and technology policy, small business development, regional development, telecommunications policy and business framework legislation, agriculture and fisheries, and environment, energy and natural resources.

Federal-Provincial Relations and Social Policy Branch

This branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs.

♦ Federal-Provincial Relations Division

This division is responsible for the federal government's major transfers to provinces and territories. It also provides advice on all matters pertaining to the federal-provincial fiscal arrangements, including the Canada Health and Social Transfer, Equalization, Stabilization and Territorial Financing.

♦ Social Policy Division

Advises on the development of the federal government's social policies as well as on specific proposals in the major functional areas of labour market, income security, aboriginal policy, health and culture programs.

Financial Sector Policy Branch

This branch provides policy analysis and advice with respect to the financial sector.

♦ Financial Markets Division

Provides policy analysis and recommendations with respect to the management of the federal government's borrowing program, the public debt and debt issues in both domestic and foreign markets, borrowing policy relating to Crown corporations, loan and loan guarantees, analysis and policy advice on matters respecting the exchange rate, international reserves and investments policies including the Canada Pension Plan, and trends and developments in Canada's financial markets.

♦ Financial Sector Division

Develops and analyses policies applicable to Canada's financial institutions. Among its responsibilities, this Division leads work on issues related to development of policy to ensure the proper regulation of the sector. This includes consideration of legislative changes to be considered by Ministers, considerations of precedent-setting transactions and developing policies on such matters as clearing and settlement, payments systems and deposit insurance. Also, the Division leads work on federal-provincial issues as well as international relations and negotiations, business financing and consumer issues.

♦ Financial Sector Review Group (FSRG)

Created in 1998 to better address the rapid pace of change in the Canadian financial services sector, the FSRG's mandate is to provide analysis and advice on the future direction of financial sector policy in Canada. A key part of this work will be to assess the recommendations of the Task Force on the Future of the Canadian Financial Services Sector, which tabled its report in September 1998. This work culminated with the June 25, 1999 release of the government's new policy framework for the sector, which is outlined in "Reforming Canada's Financial Services Sector: A framework for the Future". Among others, the group's current responsibilities will include the drafting of legislation and consequential regulations stemming from the new framework, and facilitating their passage through Parliament. In addition, this group will provide analysis and advice on proposed bank mergers, and will continue to provide analysis and advice on any other potential large transactions.

International Trade and Finance Branch

This branch has the responsibility for international trade, investment and economic and financial co-operation; the international monetary system, defence programs, international development assistance and export financing.

♦ International Finance and Economic Analysis Division

Responsible for all aspects of international monetary, financial and development issues, as well as export finance. Manages Canada's relations with major international financial institutions, such as the IMF, the World Bank, and the European Bank for Reconstruction and Development.Provides analysis and policy advice on international economic policy coordination.

♦ International Trade Policy Division

Plays a central role in the development, management and implementation of Canadian trade and investment policy. Evaluates the implications of domestic economic policies on Canada's international obligations and relations with other countries. It is responsible for all aspects of tariff and other import policy (anti-dumping, subsidies/countervail and safeguards) and the related domestic legislation. Participates in international trade and investment negotiations.

Tax Policy Branch

This branch undertakes analysis of and makes recommendations on tax policy issues and prepares appropriate legislation for passage through Parliament.

♦ Business Income Tax Division

Undertakes economic and quantitative analysis of tax policy issues in the areas of corporate, business and resource sector taxation.

♦ Intergovernmental Tax Policy Division

Policy and administrative responsibility for the federal-provincial income tax collection agreements and reciprocal taxation agreements as well as analysis of issues in the area of federal-provincial tax relations. Reviews Indian taxation, develops federal policy on First Nation taxation, including the exercise of taxation powers by First Nation governments.

♦ Personal Income Tax Division

Undertakes economic and quantitative analysis of personal income tax policy issues and develops new policies in this area.

♦ Sales Tax Division

Analyzes and develops federal sales and excise tax policy and drafts amendments to the sales and excise tax law required to implement budget proposals and other tax policy measures.

♦ Tax Legislation Division

Provides policy advice from a legal and structural perspective on income tax related issues applicable to persons, corporate entities and tax-exempt entities and drafts amendments to the income tax law required to implement budget proposals and other tax policy statements. Negotiates income tax agreements, and modifications to existing agreements, with other countries.

Information Holdings

Program Records

Access to Information and Privacy Division

Access to Information and Personal Information Requests
Description: Information concerning requests for access to departmental records under the Access to Information Act and the Privacy Act; replies to such requests and relevant information related to their processing. Information is used to process requests and for statistical purposes. ***Program Record Number:*** FIN AIP 005

Information Collection Policy Administration
Description: Records relating to the administration of the Treasury Board policy on information collection and departmental procedures for administration of the policy. ***Program Record Number***: FIN AIP 010

Information Collection Review Files
Description: Records on proposed departmental information collections, including collection notices, plans, notices of approval and registration and related

correspondence. ***Program Record Number***: FIN AIP 015

Canada Investment and Savings

Canada Savings Bonds

Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues related to Canada Savings Bonds and the sale of Government of Canada securities to the retail public. ***Topics:*** Advertising; series; Canada Investment and Savings; legal matters and claims. ***Program Record Number:*** FIN FMD 170

Consultations and Communications Branch

General Information on the Department of Finance

Description: General information on the Department of Finance, including publications and other public material produced for the Department and/or Minister of Finance; letters from individuals to the Minister of Finance and Minister of State (Finance). ***Topics***: Economic policy; federal budgets; publications; speeches. ***Program Record Number:*** FIN CAC 030

Corporate Services Branch

Canada Pension Plan Investment Fund

Description: Information on the investment of excess monies in the Canada Pension Plan as provided by the Canada Pension Plan Act. ***Topics:*** Forecasts of funds available; purchase of securities; interest on operating balance; audit confirmations; consolidation of provincial debentures; reports to the Canada Pension Plan Advisory Committee. ***Program Record Number:*** FIN ADM 785

Loans

Description: Information on the authorization and transactions of major loan programs of the Department of Finance and other miscellaneous loans. ***Topics:*** Authority for loans; repayment schedules and payments received; federal-provincial employment; Municipal Development and Loan Board; special development; Winter Capital Project Fund; foreign countries. ***Program Record Number*** FIN ADM 790

Public Debt

Description: Information on the authorization of borrowings and transactions related to said borrowings. Borrowings are categorized as Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canada Bills; swaps; Canada Pension Plan Bonds and foreign currency borrowing. ***Topics:*** Unmatured debt; accrued interest; interest due and outstanding; interest expense; matured debt; redemption of interest and principal; annuities; claims; deposit and trust accounts; marketable bonds; non-marketable bonds; securities investment account. ***Program Record Number:*** FIN ADM 795

Salary Forecasting System (SAL)

Description: Managerial tool to forecast and cost salaries for decision making, includes; classification, employee status, position number, employee number and organization for Finance and the Treasury Board Secretariat. ***Program Record Number:*** FIN ADM 787

War Claims

Description: Information related to individual (Canadian) claims for losses or damages resulting from World War I, World War II and Halifax Explosion; and the corresponding settlement/compensation. ***Topics:*** International Claims - Custodian; Release of Assets; Trading with the Enemy - Foreign Countries; Bonds and Debts - Nationalization; Foreign Claims Settlements - War Claims - Reparations; Germany; Italy; Japan; Compensation for Losses Inside Japan (article 15); Compensation for Losses Outside Japan - WW11; Adjudication and Compensation in Canada - World War 1 Claims, Funds and Assets Transferred from Custodian - World War 1 Halifax 1917 Explosion. ***Program Record Number***: FIN ADM 796

Economic and Fiscal Policy Branch

Canadian Forecast Section

Description: Information on short - and medium - term forecasts for the Canadian economy, current economic analysis and short-term forecast of the provincial economies. ***Topics:*** Forecasts, forecast comparisons, IMF, OECD. ***Program Record Number:*** FIN EAD 133

Demand and Labour Analysis

Description: Information and analysis of past and present economic conditions in the household sector in Canada. ***Topics:*** Gross domestic product; investment; personal expenditure; housing markets; business and consumer confidence; household financial positions; labour markets; labour market policies. ***Program Record Number***: FIN EAD 123

Economic Analysis

Description: General information on analyses of past, present and future economic conditions in Canada. ***Topics***: Canadian economy - reports, tax reform: conferences, meetings and seminars; economic analysis - economic bulletins; monetary policy evaluation; economic forecasting - foreign economy; Organization for Economic Cooperation and Development (OECD); regional and sectoral analysis. ***Program Record Number:*** FIN EAD 110

Economic Studies and Policy Analysis

Description: General information on the work of the Division: conducts academic-level applied research on key emerging structural and macroeconomic issues with

a view to help develop policy. ***Topics:*** Pension reform; environmental policy; The North American Free Trade Agreement; multilateral trade liberalisation; economic consequences of demographic changes; income distribution; economics of health; tax reform; labour market adjustment; the conduct of monetary and fiscal policy; economic impacts of lower public deficits and debt; general equilibrium models (static, industry; dynamic macroeconomic (DNGEM); dynamic endogenous growth; dynamic overlapping generations (COG)); OECD EPC/WP1; OECD structural surveillance. ***Program Record Number:*** FIN EAD 100

Expenditure Analysis and Forecasting Section
Description: Information on federal government expenditure planning, the forecasting of the government's expenditure framework, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. ***Topics:*** Budgets; expenditures and estimates; fiscal forecasts; government expenditure pressures. ***Program Record Number:*** FIN FPD 055

Financial Modelling
Description: Subject headings related to the various aspects of financial modelling and policy analysis on the economies of Canada and the United States. In particular, these include data and material on macro policies, domestic and international financial flows, and financial models and forecasts for the two economies. ***Topics***: Interest rates; money demand; general research. ***Program Record Number***: FIN FPD 058

Food Policy
Description: Information on food policy and the food industry. ***Topics***: General series; conferences, committees, and meetings; studies. ***Program Record Number:*** FIN EAD 130

Forecasting and Model Development
Description: Information on the forecasting of the short-and-medium-term quarterly performance of the Canadian, US and other G-7 economies. ***Topics:*** Canadian economy - reports; conferences, meetings and seminars; economic analysis - economic bulletins; economic forecasting - G-7 economies; Organization for Economic Cooperation and Development (OECD); International Monetary Fund (IMF); regional and sectoral analysis; United States economic development. ***Program Record Number:*** FIN EAD 130

International Economic Analysis (IEA)
Description: Provides analysis and policy advice on international economic policy coordination. ***Topics***: Conferences and Meetings - Economic Summits; Group of Seven Finance Ministers; Organization for Economic Cooperation and Development (OECD); International Monetary Fund (IMF); APEC Finance Ministers; North American Financial Group. ***Program Record Number:*** FIN IEA 703

Macro Analysis Section
Description: Conduct research studies on macroeconomic issues, with a view to help develop policies. ***Topics:*** Reform of the Canada Pension Plan and its economic consequences; economic impacts of lower deficits and debts; inflation targets; labour market dynamics; the North American Free Trade Agreement; environmental policy; dynamic macroeconomic general equilibrium model (DNGEM); dynamic endogenous growth general equilibrium model; stochastic macro models. ***Program Record Number***: FIN EAD 137

Monetary Policy and International Trade
Description: Information and analysis of macroeconomic issue and policies. ***Topics:*** Economic growth; unemployment; productivity; investment and saving; competitiveness; balance of payments; merchandise trade; international capital flows; monetary policy and conditions; exchange rates; interest rates; monetary and credit aggregates; monetary policy; inflation; business cycles. ***Program Record Number:*** FIN EAD 120

Policy Analysis and Model Development
Description: Information on macroeconomic model development and analysis of policy measures. ***Topics:*** Econometric modelling; consumption models; investment models; inventory models; trade models; balance of payment models; exchange rate models; expectations models; comparative models; analysis of possible policy changes. ***Program Record Number:*** FIN EAD 135

Provincial and Local Government Forecasting and Analysis Section
Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. ***Topics:*** Fiscal forecasts; inter-governmental fiscal relations; provincial and local fiscal situation and outlook; cyclically adjusted budget balances. ***Program Record Number***: FIN FPD 060

Regional and Sectoral Analysis
Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. ***Topics:*** Regional and sectoral analysis; provinces, regions, industries and sectors; labour market developments. ***Program Record Number:*** FIN EAD 125

Revenue Analysis and Forecasting Section
Description: Information on federal government revenue planning, the forecasting of the government's revenues, and the fiscal implications of the federal budget. ***Topics:*** Budgets; revenues and taxes. ***Program Record Number***: FIN FPD 057

Structural Analysis Section

Description: Conduct research studies on structural and sectoral issues to help develop structural policy. ***Topics:*** Tax reform; income distribution; multilateral trade liberalisation; tax incidence; structural adjustment; economics of health; economic consequences of demographic changes; static general equilibrium industry model; dynamic overlapping generations general equilibrium model (COG) ***Program Record Number:*** FIN EAD 136

United States Economic Analysis Forecasting Section

Description: Information on economic developments in the United States and other G-7 economies and their likely impact on Canadian trade and other important economic variables. ***Topics:*** Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of trade and economic conditions in the United States and other G-7 economies. ***Program Record Number:*** FIN EAD 115

Economic Development and Corporate Finance Branch

Agriculture

Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. ***Topics:*** General series dairy industry; farm financial assistance; federal-provincial and regional issues; general farm lobbies; grains and oilseeds - general, Canadian Wheat Board, Western Grain Stabilization Act; horticulture and special crops; international issues; marketing; poultry and eggs; red meat; resource base issues; spending levels/pressures/cuts; stabilization and support. ***Program Record Number***: FIN EDD 480

Corporate Analysis

Description: Information on issues affecting the corporate sector and industrial corporations in Canada, including institutional issues and policies, and economic and financial issues. ***Topics:*** General series; economic issues; financial issues; industrial corporations. ***Program Record Number:*** FIN EDD 520

Crown Corporations Policy

Description: Information on generic policy and program issues impacting Crown corporations. Generic issues related to budgets, estimates, financing of Crown corporations. ***Topics:*** Annual Report to Parliament, Corporate Governance Guidelines. ***Program Record Number:*** FIN CCD 535

Economic Development

Description: General information on the development of sectors of the economy. ***Topics:*** General series; Board of Economic Development Ministers; economic councils; regulatory policies. ***Program Record Number:*** FIN EDD 430

Electrical Power

Description: Information on the development of policies on hydro-electrical power, electricity trade and specific projects. ***Topics:*** General series; Lower Churchill Development Corporation; projects. ***Program Record Number:*** FIN EDP 390

Energy

Description: General information on energy and energy policy, except oil and gas. ***Topics:*** General series; Canada-United States relations; conferences, committees and meetings; conservation programs; natural gas -- general series, Arctic islands liquified natural gas; pipelines - general series, Deputy Minister's Committee, gas; relations with foreign companies; relations with provinces; renewable energy programs; substitution programs; Task Force on Northern Oil Development. ***Program Record Number:*** FIN EDP 425

Energy and Resource Policy

Description: General information of the energy and resources policies of Canada and other countries. ***Topics:*** General series. ***Program Record Number:*** EDP 496

Environment

Description: General information on the environment, including implementation of the Green Plan; all forms of air, industrial and water pollution; international relations; tax and fiscal issues; water as a Canadian resource; international negotiations and agreements; environmental assessment; and specific projects, committees and studies dealing with water management in all regions of Canada. ***Topics:*** General series; air, environment and the economy; Environment Canada - general series; historical sites; international relations; national parks; national wildlife; pollution - general series, industrial; research programs; environmental assessment; water - international, (general series, International Joint Commission, pollution), national (general series, pollution), regional (general series), Prairies, pollution); weather. ***Program Record Number:*** FIN ERP 405

Fisheries and Oceans

Description: General information on the harvesting and processing of fish and seafood, including reviews, associations, crown investments, federal-provincial relations, international relations, legislation, regulations, and subsidy and support programs as well as information on ocean issues. ***Topics:*** General series; Department of Fisheries and Oceans; oceans; policy and programs - Atlantic; policy and programs - Pacific; regulation; relations; resource and industry; subsidy and support programs tax and fiscal policy issues; Canadian Coast Guard. ***Program Record Number***: FIN EDP 495

Forestry

Description: Information on forestry policy and the forest industry, including pulp and paper. ***Topics:*** General

series; industrial development -- forest products. ***Program Record Number:*** FIN EDD 521

Industrial Development
Description: Information on government policies and programs to promote industrial development and related issues, including government procurement of goods and services. ***Topics:*** General series Companies; government procurement; major projects; programs; sectors - general series aerospace (general series Canadair, deHavilland Aircraft of Canada Limited), automotive, shipbuilding; small business. ***Program Record Number:*** FIN EDD 435

Minerals
Description: General information on mining and mine reclamation and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals. ***Topics:*** General series; acts and regulations; coal; commodities; companies; gold; policy review; task forces uranium - general series, industries, legislation, production and sales; fiscal/tax issues. ***Program Record Number***: FIN ERP 410

Northern Development
Description: General information on various aspects of development in the Northwest and Yukon Territories related to natural resource development, including energy accords. ***Topics:*** General series; Advisory Committee; Inuit and Indians; financial support; resources - general series, land claim issues, minerals, oil and gas; senior policy committee on northern resource development projects; transportation - general series, roads. ***Program Record Number:*** FIN EDP 415

Nuclear Power
Description: General information on electrical power generated by nuclear means: includes the Atomic Energy Control Act and Board, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada. ***Topics:*** General series; Atomic Energy Advisory Panel; domestic projects; foreign relations; non-proliferation and safeguards; heavy water - general series, plants; liability; research and development program; research and technology. ***Program Record Number:*** FIN EDP 395

Oil and Gas
Description: Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, Hibernia, Upgraders) and proceedings of intergovernmental and interdepartmental committees. ***Topics:*** General series; downstream petroleum industry - general series, exports; heavy oil and tar sands; imports; industry - general series, Dome Petroleum; macro issues; sector and policy; taxation issues. ***Program Record Number***: FIN EDP 420

Policy Planning and Coordination
Description: General information on policy development and financial resource management issues related to the operations of the Cabinet Committee on Economic and Regional Development (CCERD). ***Topics:*** General series; Cabinet Committee on Economic and Regional Development; economic and regional development envelope; prosperity. ***Program Record Number:*** FIN EDD 432

Privatization
Description: General information on privatization and topics not covered in specific program records. ***Topics:*** Communications; fiscal and revenue consideration; foreign government privatization - United Kingdom, United States; horizontal issues; implementation plans; work plans and programs; official languages; post privatization review; provincial government privatization; public service privatization. ***Program Record Number***: FIN PRI 775

Privatization Cases of Crown Corporations and Government Holding
Description: Information on the privatization of Crown Corporations, including annual reports, corporate plans, prospectuses and privatization issues. ***Topics***: Annual reports-corporate plans and prospectuses; communications issues; corporate organization; employees concerns; financial issues; financial advisors; holding companies; legal issues; legislative process; memoranda to cabinet/cabinet discussions; official languages; policy; post-privatization review; project development. ***Program Record Number:*** FIN PRI 780

Regional Development
Description: Information on policies and programs to promote the development of the economies of Canada's regions, and on issues related to such measures. ***Topics:*** General series; economic and regional development and general development agreements; programs; regions - Atlantic (general series, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island), Northern, Ontario, Quebec, Western (general series, Alberta, British Columbia, Manitoba, Saskatchewan). ***Program Record Number***: FIN EDD 450

Science and Technology
Description: Information on the development of policies on scientific and technological innovation activities in Canada and the federal government's programs for encouraging these activities. ***Topics:*** General series; granting councils and related programs; space program; technological innovation and related programs. ***Program Record Number:*** FIN EDD 460

Telecommunications
Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and cellular phone services. ***Topics:*** General series; industry; radio and television; regulations and services; satellites. ***Program Record Number:*** FIN EDD 465

Transportation
Description: Information on the development of policies on air, surface and marine transportation systems in Canada. ***Topics:*** General series; air mode; general series, airports; Canadian Transport Commission; civil aviation; harbours and ports; highways and roads; highways and bridges; marine mode; motor vehicle; rail mode; shipping; urban. ***Program Record Number:*** FIN EDD 470

Federal-Provincial Relations and Social Policy Branch

Alternative Payments for Standing Programs
Description: Information on certain aspects of established programs such as Quebec Youth Allowances, contracting-out and others. Information on the main components of these programs, namely medical, hospital insurance and post-secondary education, is to be found under other classes. ***Topics:*** Quebec; financing. ***Program Record Number:*** FIN FPR 215

Canada Health and Social Transfer
Description: Information on the level of federal transfers to provinces and territories in support of health, social assistance and post-secondary education. ***Topics:*** Tax transfer; cash transfer; Canada Assistance Plan (CAP); Established Programs Financing (EPF); health; Canada Health Act; Post-Secondary Education. ***Program Record Number***: FIN SPD 307

Conferences, Committees and Meetings
Description: Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees and meetings pertaining to federal-provincial relations. ***Topics:*** Ministers of Finance and provincial treasurers, continuing committee of officials, senior fiscal arrangement committee, subcommittees, conferences, committees and meetings. ***Program Record Number:*** FIN FPR 235

Equalization
Description: Information on the development and implementation of formulae for the equalization of provincial revenues. ***Topics:*** Formulae (1967-72, 1972-77, 1977-82, 1982-87, 1987-92, 1992-94, 1994-99); tax bases; representative tax system; five province standard; renewal. ***Program Record Number:*** FIN FPR 210

Federal-Provincial Relations
Description: General information on federal-provincial relations and topics not covered in specific program records. ***Topics:*** Bills; provincial fiscal stabilization program; inter-governmental liaison for fiscal and economic matters; national unity; conditional grants and shared cost programs; Western Northwest Territories, Nunavut and Yukon - financial matters; Public Utilities Income Tax Transfer Act (PUITTA); statutory subsidies. ***Program Record Number***: FIN FPR 200

Fiscal Arrangements
Description: Information on the development leading up to fiscal arrangements for programs such as the Canada Health and Social Transfer, Equalization, and Established Program Financing. ***Topics:*** Revenue guarantees; Fiscal Arrangements and Established Programs Financing; unconditional transfers; block funding; contracting-out arrangements; Quebec abatement. ***Program Record Number***: FIN FPR 205

Income Security
Description: Information on the development of policies relating to income security programs. ***Topics:*** Child benefits; elderly benefits; pensions - Canada Pension Plan (CPP) - benefits, financing, Pension Benefits Standards Act (PBSA), public service pension; retirement income policy, veterans. ***Program Record Number:*** FIN SPD 296

Labour Markets
Description: Information on policies and programs relating to the labour market. ***Topics:*** Department of Human Resources Development, Canada Employment and Insurance commission, employment insurance program, financing, Canada Labour Code, immigration, job creation and training programs, labour adjustment; youth employment programs, status of women. ***Program Record Number***: FIN SPD 301

Pensions
Description: Information related to pension fund investment and governance in Canada. ***Topics:*** Canada Pension Plan, Public Service Superannuation Act. ***Program Record Number:*** FIN FSP 156

Social Policy
Description: General information on the development of social policies. ***Topics:*** General social research and policy. ***Program Record Number:*** FIN SPD 290

Socio-economic Development
Description: Information on the development of policies relating to socio-economic programs. ***Topics:*** Communications and culture; disability; education - Post-Secondary Education, Canada Student Loans Program, students; health - Health Canada; housing - Canada Mortgage and Housing Corporation, corporate finance, mortgage insurance, mortgage market,

programs; justice - acts and regulations; multiculturalism; aboriginal programs and activities - claims and master agreements, financial; official languages; Solicitor General; Heritage Canada; sports/fitness. ***Program Record Number***: FIN SPD 306

Territorial Formula Financing
Description: Information on the development and implementation of Territorial Formula Financing program for Yukon, Nunavut and Western Northwest Territories. ***Topics:*** Formula, arrangements, expenditure needs, gross expenditure base, revenue raising ability, economic development incentive. ***Program Record Number:*** FIN FPR 220

Financial Sector Policy Branch

Bank of Canada
Description: Information on the administration, policies and programs of the Bank of Canada. ***Topics:*** Currency reserves; director and officer appointments; financial matters; returns to the Minister of Finance. ***Program Record Number:*** FIN FMD 155

Bonds and Securities
Description: Information on the development of policies on the issue and cancellation of Government of Canada bonds and treasury bills. ***Topics:*** Debt management policies; bonds; cancellation of securities; Government of Canada bonds; perpetual bonds 3% - 1936; real return bonds; securities deposit matters; treasury bills; wartime loans and bonds. ***Access:*** Information on specific Government of Canada bonds is filed by date of issue. ***Program Record Number:*** FIN FMD 165

Capital Markets
Description: General information on the federal government's involvement in capital markets. ***Topics:*** Capital markets; financial markets - money, bond and equity. ***Program Record Number:*** FIN FMD 145

Clearance and Settlement Issues
Description: General information on issues related to payments and clearance and settlement systems. ***Topics:*** Clearing and settlement, retail and wholesale payments systems, cross border payments, corporate governance, technological developments, electronic funds transfer (EFT), large value transfer system (LVTS), FX netting systems, Canadian Depository for Securities (CDS). ***Program Record Number***: FIN FID 152

Financial Developments
Description: General information on financial developments in Canada. ***Topics:*** Financial markets - Canada; interest rates - analysis and forecasts. ***Program Record Number:*** FIN FMD 190

Financing Abroad
Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. ***Topics:*** Government projects financing; provincial, municipal and corporate direct and guaranteed financing bond issues - domestic and foreign. ***Program Record Number:*** FIN FMD 175

International Issues
Description: Information on issues related to participation by Canadian financial institutions in foreign markets and foreign financial institutions participation in the Canadian market. ***Topics:*** North American Free Trade Agreement, Multilateral Trade Negotiations, Organisation for Economic Cooperation and Development, and bilateral discussions. ***Program Record Number:*** FIN FSP 155

Official International Reserves and Exchange Rates
Description: Information on official reserves, the external value of the Canadian dollar and associated policies. ***Topics:*** The Currency Act; Official International Reserves; Exchange Fund Account; gold; Canadian dollar (including issues relating to legal tender status of coinage) - analysis reports; international financial and exchange markets. ***Program Record Number:*** FIN FMD 185

Other Issues
Description: Information on policies related to Canada's financial institutions and markets. ***Topics:*** Future policy development of the sector, industry profiles, directors' liability, environmental liability, small business financing, derivatives, mortgage markets, investment rules, consumer issues, industry consultations, relations and analysis, and the Interest Act. ***Program Record Number:*** FIN FSP 157

Regulatory Policy Issues
Description: Information on Canada's financial institutions, including banks, trust companies, loan companies, insurers, as well as the development of policies relating to financial institutions and federal deposit insurance. General information on the structure and operation of the financial services industry and related statutes and regulations. ***Topics:*** Financial sector reform, ownership, foreign entry, troubled financial institutions, confidentiality/disclosure, Financial Institutions Supervisory Committee, deposit insurance/policyholder protection, insurance networking, regulatory approvals and interventions, industry consultations, relations and analysis. ***Program Record Number:*** FIN FID 150

International Trade and Finance Branch

Agreements
Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. ***Topics:*** Automotive agreement; cultural, air,

shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries. ***Program Record Number:*** FIN IER 565

Anti-Dumping
Description: Information on anti-dumping actions taken, including statements of reasons, decisions and Panel (either WTO or NAFTA) review of those decisions. ***Topics:*** Canadian - commodities, cases other than steel, cases steel; international - European Economic Community (EEC), United States of America (USA), Canadian negotiating position regarding anti-dumping in international agreements (WTO, NAFTA, proposed FTAA). ***Program Record Number:*** FIN IER 551

Canada - United States and Mexico Trade Agreement
Description: Information on the development and implementation of policies affecting trade relations between Canada, the United States and Mexico. ***Topics***: North American Free Trade Agreement (NAFTA). ***Program Record Number***: FIN IER 557

Canada - United States Trade Agreement
Description: Information on the development and implementation of policies affecting trade relations between Canada and the United States. ***Topics***: FTA: Anti-trust and business acquisition; chapter 18, chapter 19 panel; contingency protection; customs and tariffs; sectoral matters - agriculture, automotive and aerospace, energy and the environment; mining and metals. ***Program Record Number:*** FIN IER 553

Canada-U.S. Free Trade Agreement (FTA), North American Free Trade Agreement (NAFTA)
Description: Information on tariff reductions, accelerated tariff reductions, rules of origin, special safeguard provisions. ***Program Record Number:*** FIN TAR 695

Canadian and Foreign Countries Trade
Description: General information and reports on trade relations with foreign countries, including information on the negotiation and content of trade agreements. ***Topics***: Contingency protection; customs and tariffs. ***Program Record Number:*** FIN IER 552

Canadian Development Assistance
Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. ***Topics:*** Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews. ***Program Record Number:*** FIN IFD 620

Canadian Development Assistance Programs
Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. ***Topics***: Central and Eastern Europe; Africa - Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia - Association of Southeast Asian Nations - India - Pakistan, projects. ***Program Record Number:*** FIN IFD 625

Commonwealth Relations
Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. ***Topics:*** Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of Commonwealth officials; meetings - heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat - administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council - world development. ***Program Record Number:*** FIN IFD 630

Defence Programs
Description: Information on the Canadian government's defence policies and programs. ***Topics:*** Defence budget and funding arrangements; defence budget and funding practices in other countries; defence agreements with other countries; procurement; international competitive bidding; North Atlantic Treaty Organization (NATO) - agreements, conferences and meetings, committees, defence expenditures, financing, civil and military budgets. ***Program Record Number***: FIN IFD 618

Economic, Political and Statistical Reports
Description: Information on international economic and financial activity. ***Topics***: Japan; Germany, France, the United Kingdom; Italy; other industrialized OECD countries; the European Union; emerging market economies and the states of central and eastern Europe, as well as Russia and some other states of the former Soviet Union. ***Program Record Number:*** FIN IFD 610

European Union
Description: Information on the development and implementation of trade policies affecting trade relations between Canada and the EU. ***Topics***: Agriculture policy; external economic relations; policies; tariff and trade issues; 1992/foreign countries. ***Program Record Number***: FIN IER 554

Export Finance Programs
Description: Information on the administration, policies and programs of the Export Development Corporation, Canadian Commercial Corporation and the Credit Grain Sales Program of the Canadian Wheat Board, set up by

the federal government to facilitate and develop trade between Canada and other countries. ***Topics***: Export Development Corporation; board of directors; committee of directors; countries; long-term export financing and financing projects; insurance and investment; postwar loans and guarantees - countries, China; Canada Account, Credit Grain Sales Program of the Canadian Wheat Board, and Agri-Food Credit Facility. ***Program Record Number:*** FIN IFD 635

Foreign Ownership and Control in the Canadian Economy
Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and policies in this area. ***Topics:*** Foreign ownership and control of the Canadian economy - industries; international policies. ***Program Record Number:*** FIN IER 555

Francophone Relations
Description: Information on meetings held inside and outside Canada. ***Topics:*** Meetings. ***Program Record Number:*** FIN IFD 633

General Agreement on Tariffs and Trade (GATT)
Description: Information on the preparation of detailed positions on tariff matters, customs valuation and the conduct of negotiations on multilateral trade issues under the GATT/WTO. ***Topics:*** Multilateral trade negotiations; Article XXVIII renegotiations; consolidations of, and rectifications and modifications to, Canada's GATT/WTO schedule on tariff bindings. ***Program Record Number:*** FIN TAR 690

General Agreement on Tariffs and Trade (GATT)/WTO
Description: Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). ***Topics:*** Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round - 1963; Tokyo Round of Multilateral Trade Negotiations - 1973; Multilateral Trade Negotiations (Uruguay) 1986. ***Program Record Number:*** FIN IER 570

International Economic and Financial Relations
Description: General information on international economic and financial relations, including conferences and meetings. ***Topics***: Financial relations with other countries (G-24); Economic Summit, G7, APEC Finance Ministers, Western Hemisphere Finance Ministers. ***Program Record Number:*** FIN IFD 605

International Economic Relations
Description: Information on the conduct and formulation of specific trade policies. ***Topics***: Agreements - GATT; WTO; FTA; NAFTA; APEC; Chilean Access; FTAA; automotive agreement, relations with other countries; Canadian customs and tariffs; Canadian International Trade Tribunal (CITT) - references/studies; commodities - textile- footwear, foreign countries; conferences, committees and meetings - bilateral trade and economic relations; countervailing duties - Canadian, international, United States; economic sanctions; emergency surtaxes; international commodity groups; foreign direct investment, countries, review process; relations with FAITC; Special Import Measures Act - subsidies; countervail; antidumping; government procurements; safeguards measures; Services. ***Program Record Number***: FIN IER 550

International Energy Matters
Description: Information on the development of policies on international relations, projects and organizations dealing with energy. ***Topics:*** International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC). ***Program Record Number:*** FIN IER 585

International Financial Institutions
Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. ***Topics***: International Centre for Settlement of Investment Disputes (ICSID); Multilateral projects; International Bank for reconstruction and Development, Inter-American Development Bank, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, International Finance Corporation, Multilateral Investment Guarantee Agency, The World Bank. ***Program Record Number***: FIN IFD 640

International Financial Institutions - Individual Institutions
Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. ***Topics:*** African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); European Bank for Reconstruction and Development (EBRD); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC); Multilateral International Guarantee Agency. ***Program Record Number:*** FIN IFD 645

International Monetary Fund (IMF)
Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. ***Topics***: Bretton Woods Institutions - annual meetings; policy; administration; directors; financial operations (including the Enhanced Structural Adjustment Facility); facilities of the IMF; gold; quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports;

relations with Canada and other countries. ***Program Record Number:*** FIN IFD 600

International Organizations
Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. ***Topics:*** International satellite communications; Organization of American States (OAS) - conferences and meetings. ***Program Record Number:*** FIN IFD 650

International Organizations
Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. ***Topics***: United Nations; European Communities; Euratom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) - administrative matters, financial matters, general policy matters, committees and agencies; World Trade Organization; APEC. ***Program Record Number:*** FIN IER 560

International Programs
Description: General information on programs and events in developing countries. ***Topics:*** Payments made in respect of multilateral debt reduction agreements; Paris Club. ***Program Record Number:*** FIN IFD 615

International Trade
Description: General information on the conduct of trade between Canada and other countries. ***Topics:*** Trade of other countries; trade reports on Canadian trade with other countries (i.e. TPRM); trade with individual countries. ***Program Record Number:*** FIN IER 575

Military Assistance
Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. ***Topics***: Programs. ***Program Record Number***: FIN IFD 655

Multilateral Co-ordination of Aid and Financing
Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. ***Topics:*** Development assistance programs - inter-governmental groups, United States of America; Organization for Economic Co-operation and Development (OECD) - Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits Group, documents; OECD Arrangement on Guidelines for Officially supported Export Credits; Practices of other export credit agencies. ***Program Record Number:*** FIN IFD 660

Organization for Economic Cooperation and Development (OECD)
Description: Information on the activities of the OECD, including reports, analysis and positions of Canada with respect to activities of specific committees. ***Topics:*** Conferences, committees and meetings - Economic and Development Review Committee, Economic Policy Committee, Executive Committee in special session, Trade Committee, CIME, CMIT; MAI. ***Program Record Number***: FIN IER 556

Other Import Measures
Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. ***Topics:*** International Commodity Group; Canadian customs; Canadian customs tariff; Canadian International Trade Tribunal; generalized system of preferences - country files. ***Program Record Number:*** FIN TAR 595

Special Import Measures
Description: Information on measures in respect of the importation of subsidized or dumped goods. ***Topics:*** International anti-dumping; international countervailing duties; Special Import Measures Act; emergency surtaxes; Canadian International Trade Tribunal; commodities; Canadian countervailing duties; low-cost imports. ***Program Record Number:*** FIN IER 590

Tariff Items
Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items, rules of origin, concessionary codes, harmonized system. ***Program Record Number:*** FIN TAR 700

Tariffs
Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. ***Topics:*** Tariff policy; tariff simplification; bilateral and multilateral trade agreements; surtaxes; remissions and drawbacks; preferences for developing countries; marking of imported goods; Canadian International Trade Tribunal; Orders in Council. ***Program Record Number:*** FIN TAR 675

United Nations
Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. ***Topics:*** Economic Commissions - Europe, committees; United Nations General Assembly committees - ad hoc, economic and social, Fifth Administrative and Budgetary - sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping

operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations. ***Program Record Number:*** FIN IFD 665

United Nations Agencies

Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. ***Topics:*** United Nations Conference on Trade and Development (UNCTAD) - administration, committees and conferences, financial operations; UNCTAD Trade and Development Board - Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) - administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) - commissions, standing committees, Science and Technology; subsidiary bodies - Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) - Governing Council; Food and Agricultural Organization (FAO) - administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) - administration, conferences and meetings, Industrial Development Board; Inter-governmental Maritime Consultative Organization (IMCO) - administration, committees; International Atomic Energy Agency (IAEA) - administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) - administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) - committees; World Health Organization (WHO) - administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) - administration; World Tourism Organization (WTO) - transformation. ***Program Record Number***: FIN IFD 670

Tax Policy Branch

Budgets

Description: Information on the preparation and tabling of the federal government's budget. ***Topics***: Bills; background technical and policy information; Minister's briefing notes; enquiries. ***Program Record Number***: FIN TPD 710

Excise Taxes and Duties

Description: Information on the excise taxes and duties charged on goods and services. ***Topics***: Air transportation; alcohol; tobacco products (including Tobacco Tax Evaluation, 1993); tobacco smuggling; energy; jewellery (including Jewellery Tax Evaluation, 1993); oil export tax; split-run tax; and Excise Act Review. ***Program Record Number:*** FIN STD 755

Goods and Services Tax and Harmonized Sales Tax

Description: Information on the operation of the GST/HST. ***Topics***: GST/HST treatment of various sectors (including non-profit and charitable organizations); small business issues (including compliance costs); Federal-Provincial issues (harmonization; reciprocal tax agreements); administrative issues (filing; remittances); general operational issues cash flow; compliance/documentation requirements; import and export issues; industry specific issues); quantitative analysis; environmental issues; application of GST/HST to Indians; sales tax reform (alternatives to GST). ***Program Record Number***: FIN STD 747

Income Tax

Description: General information on the federal Income Tax Act, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. ***Topics:*** Assessments, payments and returns; oil, gas and mining resource projects; briefs and submissions; capital gains and losses; charities; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources - forestry, oil and gas oil sands; trusts - estates and gifts. ***Program Record Number:*** FIN TPD 715

Income Tax on Business and Property

Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. ***Topics:*** Deductions; land and real estate; special cases. ***Program Record Number***: FIN TPD 720

Intergovernmental Taxation

Description: Information on policy development and administration of Federal-Provincial Income Tax Collection Agreements and the Reciprocal Taxation Agreements; analysis of issues in the area of federal-provincial tax relations; and policy development and negotiations on Indian taxation. ***Topics:*** Federal-Provincial Tax Agreements; Indian tax exemption; Indian government tax powers. ***Program Record Number***: FIN TPB 768

International Taxation

Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other

countries, privileges and immunities. ***Topics:*** Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom and the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons. ***Program Record Number***: FIN TPD 731

Non-resident Taxes
Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. ***Topics:*** Business and corporations; personal; withholding tax. ***Program Record Number:*** FIN TPD 725

Personal Income Tax
Description: Information on federal personal income taxes, including material dealing with the development and evaluation of tax measures and policies. ***Topics:*** Tax structure; tax expenditures (exemptions, deductions, credits); income maintenance; employment; education; capital gains; retirement savings; charitable donations; special groups (seniors, children, people with disabilities). ***Program Record Number***: FIN TPD 730

Refunds, Credits and Remissions
Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. ***Program Record Number:*** FIN STD 750

Remissions of Taxes
Description: Information on the remission of taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes. ***Program Record Number***: FIN STD 735

Tax Expenditures and Evaluations
Description: Information on evaluation of selected tax measures and on consultations and discussions on tax expenditures and evaluations. ***Topics***: Tax expenditures and evaluations. ***Program Record Number:*** FIN TPB 770

Tax Policy
Description: General information on tax policy and legislation, including reports from Revenue Canada-Taxation, statistics, Royal Commission reports and studies on the subject of taxation. Information on Indian taxation in the context of self-government. ***Topics:*** Royal Commission on Taxation - briefs and submissions, reports and studies; White Paper on Tax Reform - studies; tax expenditures; conferences. ***Program Record Number:*** FIN TPD 705

Taxes on Corporations and Shareholders
Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. ***Topics***: Deductions; investment income; reorganizations; securities; special rules (banking); White Paper on Tax Reform - 1987. ***Program Record Number***: FIN BIT 765

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standards Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access Request Files
Description: This bank contains requests under the Access to Information Act submitted by individuals to access records under the control of the Department of Finance, the replies to such requests and any other information relevant to the processing of the requests. ***Class of Individuals***: Individuals who have exercised their rights under the Access to Information Act.

Purpose: This information is compiled to process requests submitted under the Access to Information Act. ***Consistent Uses:*** The information may also be used to compile statistics in relation to reporting requirements or in relation to studies on developing trends on the use of the legislation. ***Retention and Disposal Standards***: Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 001888 ***Bank number:*** FIN PPU 020

Applications for Employment
Description: This bank serves as a reference for any applications received from individuals seeking employment with the Department of Finance. These requests usually consist of a letter to which a curriculum vitae is attached and which contain such information as the name, address, education and experience of the individual. ***Class of Individuals:*** Individuals seeking employment with the Department of Finance. ***Purpose***: Applications retained for vacant positions within the Department. ***Consistent Uses:*** The bank is also used to store information on these individuals. ***Retention and Disposal Standards:*** The records are retained for two years and are then destroyed. ***PAC Number***: 86-001 ***Related to PR#:*** FIN ADM 920 ***TBS Registration***: 001886 ***Bank number:*** FIN PPU 010

Goods and Services Tax (GST)
Description: Names and addresses of individuals and companies requesting information from the Department of Finance regarding the Goods and Services Tax (GST); includes information on the type of documentation requested and the data source of the request (GST Infoline, direct mail campaign). ***Class of Individuals:*** Primarily people representing Canadian businesses; also members of the general public requesting general information on the GST. In the course of processing information requests, the names and addresses of companies or individuals are recorded as well as the pamphlets they have requested. When new information becomes available that pertains to an individual's request, updated material can be sent to that individual on a selective basis. ***Retention and Disposal Standards:*** Files are retained for six years and then destroyed. ***Related to PR#:*** FIN STD 745 ***TBS Registration:*** 002757 ***Bank number:*** FIN PPU 025

Minister's Correspondence
Description: This bank contains letters addressed to the Minister of Finance and Secretary of State (International Financial Institutions). It relates to individuals who write to Minister of Finance and Secretary of State (International Financial Institutions). ***Class of Individuals:*** Individuals wishing to comment on the issues of the day. ***Purpose:*** Letters are sent to the Minister and the Secretary of State (International Financial Institutions). ***Retention and Disposal Standards:*** Files are retained for five years and then destroyed.***TBS Registration***: 003545 ***Bank number***: FIN PPU 030

Personal Services Contracts
Description: This bank contains the contracts placed, types of services rendered, length of contracts, money expended, the social insurance number of individuals on contract, the actual contracts and supporting documents. ***Class of Individuals:*** Individuals hired under personal service contracts by the Department. ***Purpose:*** The bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** Files are retained for six years and are then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** FIN ADM 914 ***TBS Registration***: 001885 ***Bank number***: FIN PPU 005

Privacy Request Files
Description: This bank contains requests submitted under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests. ***Class of Individuals:*** The general public or employees of the Department who have exercised their rights of access under the Privacy Act. ***Purpose:*** This information is compiled to process requests submitted under the Privacy Act and to allow individuals to exercise their rights under the legislation. ***Consistent Uses***: The bank is used in the compilation of statistics in relation to reporting requirements of the Privacy Act or in relation to studies on the developing trends of requests submitted under the Act. ***Retention and Disposal Standards:*** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. ***PAC Number***: 86-001 ***TBS Registration:*** 001887 ***Bank number:*** FIN PPU 015

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Finance, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. This information is stored as part of the general subject files, where records are normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, as well as the date at which the information was received by the Department and to whom it was addressed.

The personal information contained in the subject files is retained for the same period of time as the related subject information and disposed of according to the appropriate record schedules.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department of Finance and its programs and functions may be directed to:

Information Services
Department of Finance
140 O'Connor Street
Ottawa, Ontario
K1A 0G5

(613) 992-1573

Reading Room

Access to Information and Privacy Office
21st Floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario

Finance and Treasury Board Library
11th Floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario

Department of Foreign Affairs and International Trade
Chapter 46

General Information

Background

The Department of Foreign Affairs and International Trade had its origin in an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. In 1981, the foreign operations of the immigration service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade policy and international trade component of the Industry, Trade and Commerce Department. In 1992 the Immigration component of the foreign service was transferred to Employment and Immigration Canada and certain other non-core functions, such as the World Exhibition program and international sport program, were transferred to other departments. In 1993 the Investment Development Division of Investment Canada was merged with the Department.

The Department of External Affairs Act of 1985 set forth the mandate of the Department and provided for a Secretary of State for External Affairs (SSEA) and a Minister for International Trade. The name of the Department was subsequently changed to External Affairs and International Trade Canada. In the fall of 1993 the Department assumed its present title, the Department of Foreign Affairs and International Trade (DFAIT), and the SSEA's title was changed to Minister of Foreign Affairs.

Responsibilities

The Department of Foreign Affairs and International Trade has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its legal mandate, as set out in the Department of Foreign Affairs and International Trade Act, RSC 1985, c. E-22, is to:

- conduct all diplomatic and consular relations on behalf of Canada;
- conduct all official communication between the Government of Canada and the government of any other country and between the Government of Canada and any international organization;
- conduct and manage international negotiations as they relate to Canada;
- coordinate Canada's economic relations;
- foster the expansion of Canada's international trade;
- coordinate the direction given by the Government of Canada to the heads of Canada's diplomatic and consular missions and to manage these missions;
- administer the foreign service of Canada;
- foster the development of international law and its application in Canada's external relations.

The Department has four basic roles, which flow from the legal mandate. They are:

- the development and coordination of the Government's international policy;
- advocacy of Canadian interests and values overseas;
- the provision of services to Canadians (trade and investment promotion, securing and improving market access, consular assistance, passports);
- support for other government departments and agencies abroad (including provincial governments).

Legislation

- Asia-Pacific Foundation of Canada Act, RSC 1985, c. A-13
- Canada Shipping Act, RSC 1985, c. S-9, s. 632.4
- Canada-Chile Free Trade Agreement Implementation Act, S.C. 1997, c. 14
- Canada-Israel Free Trade Agreement Implementation Act, S.C. 1996, c. 33
- Canada-United States Free Trade Agreement Implementation Act, RSC 1988, c. 65, ss. 1 to 7 and Parts I and V
- Canadian Commercial Corporation Act, RSC 1985, c. C-14
- Canadian Environmental Assessment Act, SC 1992, c. 37, ss. 40, 47, 58
- Canadian Laws Offshore Applications Act, SC 1990, c. 44, s. 10
- Canadian Security Intelligence Service Act, RSC 1985, c. C-23, ss. 13, 14, 16, 17, 19
- Chemical Weapons Convention Implementation Act SC 1995, c. 25
- Citizenship Act, RSC 1985, c. C-29, ss. 3, 23
- Coasting Trade Act, SC 1992, c. 31, ss. 3, 17
- Criminal Code, RSC 1985, c. C-46, ss. 7, 57, 477.4
- Cultural Property Export and Import Act, RSC 1985, c. C-51, ss. 4, 17, 39
- Customs Tariff, RSC 1985, c. C-54.01, s. 59
- Department of Foreign Affairs and International Trade Act, RSC 1985, c. E-22; 1995, c. 5
- Excise Tax Act, RSC 1985, c. E-15, s. 68.3
- Export and Import Permits Act, RSC 1985, c. E-19
- Export Development Act, RSC 1985, c. E-20
- Food and Agriculture Organization of the United Nations Act, RSC 1985, c. F-26

- Foreign Enlistment Act, RSC 1985, c. F-28, s. 7
- Foreign Extraterritorial Measures Act, RSC 1985, c. F-29, s. 5
- Foreign Missions and International Organizations Act, SC 1991, c. 41
- Fort-Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Immigration Act, RSC 1985, c. I-2, s. 116
- International Boundary Waters Treaty Act, RSC 1985, c. I-17
- International Centre for Human Rights and Democratic Development Act, RSC 1985, c. I-17.3. (RSC 1985 (fourth supplement) c. 54)
- International Development (Financial Institutions) Assistance Act, RSC 1985, c. I-18
- International Development (Financial Institutions) Assistance Act, SC 1981-82-83, c. 73
- International Development Research Centre Act, RSC 1985, c. I-19
- Motor Vehicle Transport Act, 1987, RSC 1985, c. M-12.01, s. 17
- Mutual Legal Assistance in Criminal Matters Act, RSC 1985, c. M-13.6, s. 6
- National Transportation Act, 1987, RSC 1985, c. N-20.01, ss. 86, 156
- North American Free Trade Agreement Implementation Act, SC 1993, c. 44, s. 1 to 9 and Parts I and III
- Northern Pipeline Act, RSC 1985, c. N-26
- Privileges and Immunities (NATO) Act, RSC 1985, c. P-24
- Prohibition of International Air Services Act, RSC 1985, c. P-25
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Revolving Funds Act, RSC 1985, c. R-8, s. 4
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Skagit River Valley Treaty Implementation Act, SC 1984, c. 11
- Special Economic Measures Act, SC 1992, c. 17
- Special Import Measures Act, RSC 1985, c. S-15, Parts I.1 and II
- State Immunity Act, RSC 1985, c. S-18, ss. 9, 14, 15
- Teleglobe Canada Reorganization and Divestiture Act, SC 1987, c. 12, s. 8
- Territorial Sea and Fishing Zones Act, RSC 1985, c. T-8, except for s. 6
- The Geneva Conventions Act, RSC 1985, c. G-3, ss. 6, 9
- Treaties of Peace; Austria, Germany, SC 1919 (second session), c. 30; Bulgaria, SC 1920, c. 4; Hungary, SC 1922, c. 49, SC 1948, c. 71 and SC 1950, c. 50, s. 10; Italy, Romania, Finland, SC 1948, c. 71 and SC 1950, c. 50, s. 10; Japan, SC 1952, c. 50; Turkey, SC 1922, c. 49
- United Nations Act, RSC 1985, c. U-2
- World Trade Organization Agreement Implementation Act, SC 1994, c. 47, ss. 1 to 7 and Parts I and III

Organization

The Department has two Ministers (Foreign Affairs, International Trade) and two Secretaries of State (one for the Asia-Pacific region and one for Latin America and Africa). The responsibilities of the two Ministers extend beyond this Department: the Minister of Foreign Affairs is also responsible for the International Development Research Centre, the International Joint Commission and the International Centre for Human Rights and Democratic Development. The Minister for International Trade is responsible for the Export Development Corporation, the Canadian Commercial Corporation and the North American Free Trade Agreement (NAFTA) Secretariat. In addition, the Minister for International Cooperation is responsible for la Francophonie.

Canadian Foreign Service Institute (CFSI)

The Institute plans and delivers training and development programs to Departmental employees. The programs are designed to facilitate career development and improve the effectiveness of employees in the delivery of the Department's programs in Canada and internationally. They include training in official and foreign languages and a broad range of work-related skills. Organizational development services are also provided to assist the Department in managing change. A research function also exists.

Client Services Bureau (SBD)

The Bureau provides personnel and financial administration services to employees and responsibility centres. It comprises six divisions: Financial Services and Systems; Foreign Service Directives and Travel Policy Services; Compensation Services; Distribution Services; Staff Relations Services; and Headquarters Administrative Services. The Bureau also includes a Services Centre which provides one stop shopping to employees across the entire range of services offered by the Bureau.

Communications Bureau (BCD)

The Communications Bureau consists of the Media Relations Division, The Foreign Policy Communications Division, the Trade Communications Division, the Communications Programs and Outreach Division, the Communications Services Division and the Public Environment Analysis Unit. The Bureau is responsible for increasing awareness and understanding of Canada's

foreign policy and international trade agenda, and of the Department's role in shaping and carrying out that agenda; supplying quality communications advice to ministers and officials on issues, events and initiatives; ensuring Canadian and foreign media, as well as other groups and individuals, receive timely and accurate information; operating anti-drug, outreach, speaker and other communications programs; providing the Department with public opinion research and analysis; and promoting public understanding of the historical background of Canadian foreign relations.

Consular Affairs Bureau (JPD)

The Consular Affairs Bureau has the sole responsibility for the provision of assistance to and protection of Canadians in other countries. In carrying out that mandate, it operates through staff at Canadian missions abroad as well as through five headquarters divisions consisting of: Case Management, Emergency Services, Program Services, Informatics Services, and Communications and Training. All divisions are under the direction of a Director General. The Bureau sets overall policy for the delivery of consular services, manages cases in cooperation with missions, establishes service standards, manages the cost recovery program, delivers passport and citizenship services overseas, manages the 24-hour, 7-days-a-week departmental/consular operations centre and ensures the application of the Vienna Convention on Consular Relations and related multilateral and bilateral agreements to its consular activities.

Economic Policy Bureau (EED)

The Bureau is responsible for the development and coordination of Canada's positions on international economic and development assistance issues, including G8 Economic Summits and the OECD. It is also responsible for research and analysis for policy options on Canada's international trade and economic agenda. It consists of three divisions: International Economic Relations and Summit Division; Economic Relations with Developing Countries Division; and Trade and Economic Analysis Division.

Executive Services (DCD)

The objective of this new Bureau is to provide dedicated one-stop support to all ministerial offices. It is composed of three divisions: DCP (Access to Information and Privacy issues); DCL (Cabinet and Parliamentary Liaison); DCC (Ministerial Correspondence).

Export and Import Controls Bureau (EPD)

The authority to control the export and import of goods and technology through the Export and Imports Permits Act (EIPA) is the basis of the Bureau's foreign and domestic policy mandate. The Act sets out criteria to govern the inclusion of particular goods on an Export Control List and an Import Control List, and the inclusion of particular countries on an Area Control List applicable to exports. Control over the flow of goods contained on these lists and to/from these destinations is effected through the issuance or denial of export and import permits. The Act delegates to the Minister of Foreign Affairs the discretion to grant or deny requests for permits, and thus confers on the Minister broad powers to control the flow of goods. The principal role of the Export and Import Controls Bureau is to manage Canada's export and import control regime. This it does through policy development; issue management; processing and issuance of permits; and multilateral and bilateral negotiations.

Geographic Bureaux

For the conduct of external relations, the world has been divided among eight geographic bureaux, each under a director general. These are: Africa (GGD); Central, East and South Europe (RBD); European Union, North and West Europe (RWD); Latin America and Caribbean (LGD); Middle East, North Africa and Gulf States (GMD); North Asia and Pacific (PND); South and Southeast Asia (PSD); and United States (URD). Each bureau is separated into divisions according to smaller geographic areas, and within the divisions, a country desk approach is normally used. The responsibilities and activities of the geographic bureaux have much in common and are best described together.

Each bureau is responsible for the management and coordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in its area, their guidance and instruction, the on-going dialogue with them, and the provision and allocation of resources to them. Under the Department of Foreign Affairs and International Trade Act, a head of mission is defined as responsible for the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The geographic bureaux provide policy advice to Ministers, based on country and regional analysis, and generally are responsible for the handling of bilateral political and economic issues and trade policy with various parts of the world. Each bureau normally manages directly certain core DFAIT programs or "business lines"; for example, "international security and cooperation" or "international business development". In addition, the bureau – with its component divisions – coordinates the delivery within its area of other departmental business lines, including DFAIT's public affairs, consular and administrative programs, as well as the programs of other federal departments and agencies with major operations overseas. As the main point of contact for the Canadian business community, geographic divisions handle export promotion and country-specific market access issues. Most of them support tourist promotion activities in conjunction with the

Canadian Tourism Commission, fairs and trade missions, investment development and science and technology cooperation. They also serve as a point of contact for non-governmental organizations with interests abroad and for foreign diplomatic missions based in Ottawa.

Global and Human Issues Bureau (AGD)

This Bureau is responsible for policy development and coordination of activity in issues which are transnational in nature and contribute to sustainable human development and human security. The Human Rights, Humanitarian Affairs and Women`s Equality Division ensures effective monitoring of human rights, women`s equality issues world-wide and the effective integration of these considerations into all relevant aspects of bilateral and multilateral relations. It also coordinates the foreign policy aspects of humanitarian affairs and migration and refugee issues. The Bureau is also responsible for departmental coordination of aboriginal affairs and for the activities of the Ambassador for Circumpolar Affairs as well as the Counsellor for International Indigenous Issues. The Bureau is responsible for the development of the Government`s Peacebuilding and human security initiative, including programs involving conflict resolution and democratic development. Aspects of social development, including children`s issues, are the responsibility of this Bureau as is the implementation of the Youth International internship Program. The International Crime Division coordinates international policy development on crime, drugs and terrorism issues.

Human Resources Development Bureau (SPD)

The Bureau is concerned with the management of the Department's human resources through the recruitment, assignment, classification and promotion processes. Its scope includes rotational (foreign service) and non-rotational as well as locally-engaged staff in missions abroad. The Bureau is also responsible for personnel policy and planning, in addition to the application in DFAIT of government-wide Official Language, Employment Equity, and Workforce Adjustment programs.

Information Management and Technology Bureau (SXD)

The Bureau provides corporate information management and information technology services to the Department and to other government departments with operations abroad. Through MITNET, the Department's telecommunications service, it provides secure and unclassified voice, facsimile, and data transmission. Through SIGNET, its local and wide-area computer network, it supports e-mail and access to departmental data and applications for 8,200 Canadian and locally-engaged staff around the world. The Bureau is responsible for the Department's data banks and electronic and conventional registries. It supports the production, retrieval and delivery of timely information to staff and outside clientele. As Chief Information Officer, the Bureau's Director-General also coordinates planning, standards and policies for all information management and technology operations across the Department.

International Cultural Relations Bureau (ACD)

This Bureau promotes Canada abroad and helps achieve foreign policy and trade objectives by assisting Canadian scholars and artists to undertake international activities. It assists Canadian cultural and education industries by promoting and facilitating the exports of cultural goods and services and education services in cooperation with the cultural industries and education sectors. It is responsible for promoting Canadian Studies abroad; monitoring and coordinating Canadian representation at international education conferences; supporting international youth and cultural personalities exchange; and promoting abroad Canadian education and training goods and services. It provides funding for international tours by Canadian performing artists, writers and film directors, supports exhibitions abroad of Canadian visual art at leading museums and galleries and important international Biennales. It also provides support to Canadian missions abroad in delivering cultural services. Information on Bureau programs and activities may be found on the Internet at: http: //www.dfait-maeci.gc.ca.

International Organizations Bureau (IMD)

This Bureau coordinates Canada's participation in the United Nations and most of the specialized agencies and institutions that form part of the UN system. It is also responsible for coordinating Canada's multilateral relations with the Commonwealth and Canada's role and activities in la Francophonie.

International Security Bureau (IDD)

The International Security Bureau is the focal point of the Department's efforts concerning the Government's foreign policy objective of protecting Canadian security, within a stable global framework. The Bureau encompasses policy and operational responsibilities for non-proliferation, arms control and disarmament; regional security and peacekeeping; nuclear safety; North American and Euro-Atlantic security and defence relations.

Legal Affairs Bureau (JCD)

The main functions of the Legal Affairs Bureau are to promote the development of international law and dispute settlement mechanisms as instruments for peaceful change and the effective conduct of Canada's international relations. The areas of priority are: economic and trade law, international peace and security, state sovereignty and extraterritoriality, human rights law, international criminal law, environmental law, law of the

sea, environmental management, and services to the public.

Office of Protocol (XDX)

The Chief of Protocol is the principal point of contact between the Government of Canada and foreign representatives accredited to Canada. The Office of Protocol is responsible for the accreditation and appointment of foreign diplomatic and consular representatives to Canada and of Canadian heads of diplomatic and consular missions to other countries. The Office manages all questions of privileges and immunities in respect to both foreign representatives in Canada and Canadian representatives abroad, as set out in the Foreign Missions and International Organizations Act, the State Immunity Act and the Vienna Conventions on Diplomatic and Consular Relations. The Office plans, organizes and manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad by the Governor General, the Prime Minister, the Minister of Foreign Affairs and the Minister for International Trade. The Office also organizes, arranges, and manages official hospitality functions for the Prime Minister, ministers and senior officials of this and other departments at Foreign Affairs Headquarters, at 7 Rideau Gate, the official Government guest house, and elsewhere in Canada and abroad.

Office of the Inspector General and Internal Audit and Evaluation (SIX)

The office of the Inspector General serves senior management of the Department by conducting a range of independent reviews, including Audits and Evaluations, at headquarters and Missions. Its purpose is to encourage accountability and improvements in Departmental management of processes and operations. The OIG's principal information holdings are reports of reviews performed.

Passport Office (JWD)

The Passport Office, a Special Operating Agency of the Department of External Affairs & International Trade, finances its operations entirely from the fees generated by passport services. Its administrative headquarters is located in Hull. The agency operates issuing offices (mail and personal service) in Hull and personal service counters at 27 regional offices across Canada. It also develops, promulgates, and monitors entitlement and issuance policies and procedures for application within Canada as well as at missions abroad.

Physical Resources Bureau (SRD)

The Bureau is a Special Operating Agency which is responsible for the Department's Long Range Capital Program directed at increasing Crown ownership of properties abroad and for the provision of chanceries and official residences through lease, purchase or design and construction. In addition, the Bureau is responsible for interior design services for accommodation abroad; the acquisition of materiel assets; and supervision of maintenance of overseas government properties. It performs a number of administrative functions relating to staff quarters at missions, and administers the Department's collection of Canadian works of art.

Planning Secretariat (CPD)

The Planning Secretariat provides general and specialized policy support to the Department. It is responsible for ensuring consistency and coherence across the whole range of Canadian foreign policy through the analysis, evaluation and development of policy, and by carrying out a number of specific policy tasks, such as the coordination of political input for G8 Summit.

Resource Planning and Management Secretariat (SMD)

The Bureau provides analysis and advice to the Executive Committee on program planning and resource allocation matters; liaises with central agencies on the Department's budget; manages the Department's internal business planning process; coordinates the preparation of the Department's annual Business Plan to Treasury Board and its Estimates, Plans and Priorities and Performance Report to Parliament; conducts activity based costing; manages the Department's salary budgets; and exercises comptrollership at the corporate level.

Security and Intelligence Bureau (ISD)

The Bureau is responsible for providing timely and critical intelligence on world events, assuring the protection of Canadian personnel and their families, the safeguard of government premises and assets and the promotion and protection of Canadian national interests. The Bureau is also responsible, as the National Security Authority, for overseeing the security of all NATO classified matter conveyed to Canada and for Communication Security (COMSEC). The Current Intelligence Division produces briefs for senior managers based on various sources available to DFAIT. It also produces analytical, operationally-relevant assessments and updates on key developing issues or breaking events. The Foreign Intelligence Division provides, inter alia, information support for Department operations and ensures the coordination of intelligence activities.

The security divisions are responsible for all aspects of physical and technical security and personal safety at headquarters and abroad. This includes the security of buildings, information and information technology, security measures at headquarters and abroad, personnel security, clearances and investigations and security education.

Trade Commissioner Service: Overseas Programmes and Services (TCD)

The Bureau manages performance standards for TCS as well as the overseas programs and services of TCS manages Canada's International Business Strategy process, and follow-up with federal and provincial governments;

Develops and implements policies and systems for the collection and dissemination of market intelligence;

Jointly with Industry Canada, operates the International Business Opportunities Centre to direct solid trade leads to Canadian firms capable of filling overseas requirements;

Program management of international marketing activities carried out with industry associations;

Builds partnerships with industry associations active in support of members' international trade development objectives;

Manages support programs for Canadian businesses (eg. PEMD and DFAIT international business development program resources);

Designs and operates world-wide WIN/Client Management Services, encompassing sourcing, trade planning and client management and tracking functions.

Trade Commissioner Service: Planning & Policy (TBD)

This Bureau manages medium to long-term strategic planning for international business development;

Recommends appropriate allocation of international business development resources;

Provides and coordinates DFAIT input to Team Canada Inc, the entity responsible for government-wide management of IBD resources;

Promotes export awareness and education through the Canada Export Awards, various export programs, and the Centre for International Business Studies Program;

Delivers transactionable market information and market intelligence from selected Posts on markets of opportunity to the private sector;

Manages regional trade networks and plans through the International Trade Centres (ITCs);

Negotiates and maintains federal-provincial-territorial partnerships agreements;

Attracts international business and technology to Canada through corporate liaison, company-specific briefs, and promotional activities;

Serves as DFAIT's focal point regarding the advancement of Canadian international science and technology objectives;

Serves the export needs of SMEs as well as the special requirements of women, aboriginal and youth entrepreneurs;

Manages Canada's business development strategy for international financial institutions;

Manages use of Canada Account financing;

Analysis of the use and complementarity of government IBD resources.

Trade Policy Bureaux I and II and Office of the Coordinator for NAFTA (EAD, EBD)

The two Bureaux work closely together and collectively are responsible for all aspects of Canadian trade policy, including the management of trade-policy disputes. Trade Policy Bureau I is responsible for maintaining broad oversight of the international framework for trade. In this respect, it is responsible for coordinating Canadian trade policy on the WTO and regional agreements and initiatives, such as the Free Trade Agreement of the Americas, APEC, trade-policy relations with Europe, trade-related work of the OECD and bilateral free trade agreements, such as those with Chile and Israel. Trade Policy Bureau II is responsible for all services, investment and intellectual property related trade policy issues which are increasingly becoming the focus of trade agreements and trade negotiations. The Director General for Trade Policy Bureau II is also the Coordinator for NAFTA and, as such, is responsible for coordinating Canada's participation in the NAFTA and its institutions.

The two Bureaux consist of the following seven divisions: Trade Policy Planning Division; Trade Remedies Division; Technical Barriers and Regulations Division; Tariffs and Market Access Division; Investment Trade Policy Division; Services Trade Policy Division; and the Information and Technology Trade Policy Division.

♦ Headquarters organization

The Department is headquartered in Ottawa but operates throughout Canada via local and regional passport offices and through its network of trade commissioners in regional offices. Below the deputy minister level, the Department is organized by function, by geography and for corporate services at the assistant deputy minister level and is supported by the Legal Adviser and Planning Secretariat. There are special ambassadors, based in Ottawa, for specific subjects such as Fisheries Conservation, the Environment, Air Negotiations and Circumpolar Affairs. The present headquarters structure came into effect in September 1996.

The functional Assistant Deputy Ministers (International Business and Communications, Trade and Economic Policy, Global and Security Policy) are accountable for developing coherent, effective global policies and initiatives to achieve worldwide the objectives of the government's foreign policy. The geographic Assistant Deputy Ministers (Asia Pacific and Africa; Americas;

Europe, Middle East and North Africa) are accountable for the implementation of objectives within their respective regions and ensuring that policies and initiatives are consistent with the development and maintenance of effective and coherent relationships between Canada and each country.

The Department is divided into a number of bureaux, as listed below alphabetically, each headed by a director-general. The bureaux in turn are separated into divisions, each under a director. There are also some divisions and work units that do not form part of bureaux. The acronyms by which each major unit is known is shown after the name.

♦ Missions abroad

Outside Canada, the Department operates through a network of 129 missions and 33 offices in 107 countries. Overseas representation also exists through a number of honourary consuls. Details of missions abroad can be found in the publication Canadian Representatives Abroad, issued annually.

Bilateral missions are accredited to specific countries. They include larger missions that provide a full range of services within the business line framework and smaller missions that specialize in specific services, including those of other government departments such as CIDA and Citizenship and Immigration.

Multilateral missions serve Canadian interests in specific international organizations such as the World Trade Organization (WTO), the North Atlantic Treaty Organization (NATO), the United Nations (U.N.) and the U.N. Educational, Scientific and Cultural Organization (UNESCO), the Organization for Economic Co-operation and Development (OECD), the European Union (E.U.), and the Organization of American States (OAS). Missions also provide support to other government departments, including financial management, accommodation and property management, materiel management, communications, information management, personnel management of locally engaged staff, transportation and security.

Information Holdings

Program Records

Academic Relations
Description: Administration of awards, scholarships, and fellowships offered by the Canadian government to nationals of certain countries; administration of international Canadian Studies programs, relations with foreign and Canadian academics and educational institutions, international coordination of youth exchange programs; management of international educational interests multilaterally or bilaterally in cooperation with the Council of Ministers of Education, Canada; international marketing of educational goods and services. Topics: Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits, exchange of persons; fairs and exhibitions; trade; universities; colleges; education associations; awards, scholarships, fellowships; assistance to Canadian firms and institutions. ***Program Record Number:*** EAC IFB 150

Agri-Food, Fish and Resource Products
Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, processed food, forest, mining and chemical products, including world market situations and the general economic development of such Canadian industries. Also included is the Bureau's involvement with various associations and organizations from the public and private sectors and other countries; trade missions, visits, trade fairs, grants, loans and contributions and programs designed to assist the industries in the development and marketing of their products. ***Topics:*** Agricultural products; feed; fresh fruits and vegetables; pulses; seeds; tobacco; livestock; meat; dairy products; grocery products; baked goods; beverages; processed foods; fur products; international commodities; lumber; plywood; panel products; timber frame construction; log homes; pulp and paper; ferrous and non-ferrous metals; peat moss; ceramic materials; metal powders; asbestos; potash; chemical fertilizers; pesticides; pharmaceuticals; biological reagents; synthetic resins; polymers; industrial chemicals; adhesives. ***Program Record Number:*** EAC TFB 035

Agriculture and Commodity Policy
Description: Information on international aspects of agricultural trade policy and international commodity agreements. ***Topics:*** Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits. ***Program Record Number:*** EAC EFB 070

Arms Control and Disarmament
Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. ***Topics:*** Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament;

outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests – policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences; publication of the periodic Disarmament Bulletin. ***Program Record Number:*** EAC IFB 125

Arts Promotion
Description: Information on the promotion of cultural relations between Canada and other countries and on international cultural policy issues and programs. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history. ***Program Record Number:*** EAC IFB 155

Bureau of Assistance for Central and Eastern Europe
Description: Information on humanitarian assistance program; bilateral technical assistance program; Canadian Nuclear Safety Initiative, regional cooperation programs, multilateral program, Peace and Democracy program. Information on Project Review Committee; global and country budget allocations; information material for the public; evaluation reports on the program, documents to central agencies. ***Topics:*** Policy and plans; country programs; project proposals; project tracking forms; contribution agreements; contracts; organizational charts; statistics; reports; budget; minutes; guidelines; terms and conditions; government and departmental regulations. ***Program Record Number:*** EAC RZD 026

Canadian Foreign Service Institute
Description: Information on training and professional development programs, including needs analyses, curricula, course materials, resource information and general research. ***Topics:*** Current policy and practice in the work of entry-level and junior officers, supervisors, heads of mission, and administrative and technical staff; foreign and official language training; leadership training; management of training budgets and training facilities; distance learning; training in other foreign service institutes. ***Program Record Number:*** EAC CFS 173

Capital Projects and Secondary Industries
Description: Information on international financing activities, Canada Account financing, capital projects, countertrade and the Cost Recoverable Technical Assistance Program; federal policies and issues relating to international marketing and export trade development for transportation, machinery and consumer goods sectors; and information on the development of export marketing strategies for particular foreign country markets. ***Topics:*** Capital projects; Program for Export Market Development (PEMD); co-operation and liaison; foreign market intelligence;federal/provincial governments; associations; Canadian Commercial Corporation; investment; Export Development Corporation; export financing; international financial institutions; OECD; Cost Recoverable Technical Assistance; visits; countertrade; equipment – environmental, secondary and service industries, agriculture, construction, resource, heating, air conditioning, refrigeration, automotive, energy, marine systems, urban and rail systems; consumer products – clothing, fur apparel, footwear, textiles, jewellery, giftware, musical instruments, cultural industries, houseware, hardware, toys and games, sporting goods, furniture, appliances, medical equipment, health care products, educational equipment. ***Program Record Number:*** EAC TFB 040

Commonwealth
Description: Information on the organizational structure and inter-governmental meetings of the Commonwealth and on Canada's participation in Commonwealth programs and activities.Topics: Policy: development; membership; Prime Ministers' meetings; inter-governmental conferences; secretariat; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations. ***Program Record Number:*** EAC IFB 120

Consular Operations
Description: Information on Canadian consular operations. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offenses, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration. ***Program Record Number:*** EAC JFB 024

Consular Policy
Description: Information on Canadian consular policy matters. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; coordination of consular programs for posts abroad; consular training; honourary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry. ***Program Record Number:*** EAC JFB 023

Cultural Industries Promotion
Description: Support for and promotion of export trade interests of Canadian exporters of cultural goods and services. ***Topics:*** Plans; reports and statistics; treaties and agreements; PEMD- Trade Association program for cultural industries; market studies; association information; internet site; visits, fairs, missions; sector information: aboriginal cultural industries; book publishing; sound recording; multimedia; visual art; craft; museum goods and services; film, broadcasting, television; contact information. ***Program Record Number:*** EAC IFB 160

Defence Programs and Advanced Technology
Description: This class covers information concerning the policies and procedures on the industrial and trade aspects of high technology and defence programs. ***Topics:*** Marine Products and Services; onboard electronics; aircraft; civilian and military aircraft components systems; missile systems; avionics; space-based radar; satellites; 'Build to print'; security; nuclear, biological, and chemical (NBC) defence products; cold weather clothing; vehicles; weapons and ammunition; aircraft R & O and finishing; civilian and defence applications for computer-based technologies, telecommunications/datacommunications; remote sensing; industrial process controls; electronic components; geological and geophysical instrumentation; test and laboratory equipment; electronics; Canada/U.S. Defence Production and Development Sharing Agreements; Research, Development, and Production Agreements with European countries; Defence Economic Relations; Access to U.S. Defence Procurement; Assistance to Canadian companies in defence-related exports; North American Defence Industrial Base Organization; NATO industrial Advisory Group and other infrastructure procurement; Bilateral science and technology (S&T) agreements; liaison with U.N. Agencies, OECD, IIASA, and other multilateral organizations on science; space policy collaboration and marketing; international aspects of S&T related to telecommunications, information technologies, advanced industrial materials, Arctic science and biotechnology; international activities on large science projects; administration of the 'Technology Inflow Program'. ***Program Record Number:*** EAC TFB 046

Defence Relations
Description: Information on the development and coordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations – Canada; bilateral relations – other countries; armed forces – policy and procedures, coordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; military transportation; communications; military assistance; mobilization for war; outer space. ***Program Record Number:*** EAC IFB 130

Domestic Communications
Description: Information on activities and materials used to inform Canadians about Canada's foreign policy, international relations and the role of the Department of Foreign Affairs and International Trade. ***Topics:*** International affairs awareness; issue and program support; communications plans and strategies; reports and statistics; agreements; visits; requests for information on foreign policy; distribution and special mailings; Foreign Affairs publications; publications of non-governmental organizations; Annual Report; ministerial speeches; news feature articles; videos; news radio features; ethnic, smaller regional and weekly press; media monitoring and analysis; departmental speakers; tours of the Lester B. Pearson Building; press/information kits; Anti-Drug Information Program. ***Program Record Number:*** EAC BCD 170

Economic and Trade Law
Description: Information on legal aspects of Canada's international trade agreements and related matters. ***Topics:*** Trade agreements including WTO, GATT, FTA, and NAFTA; commodity agreements; constitutional law; dispute settlement including Chapters 18 and 19 of the FTA and their NAFTA equivalents; international organizations; investment; industrial policy; commercial arbitration; energy issues; jurisdictional issues; sanctions and boycotts; transport and communications; bankruptcy issues; foreign claims; international development; international finance. ***Program Record Number:*** EAC JFB 015

Economic Relations with Developing Countries
Description: Information on international economic development, Canada's policy on development assistance and trade policy involving developing countries. ***Topics:*** Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international coordination; project assistance; non-project assistance; technical assistance; food aid; debt; non-governmental organizations. ***Program Record Number:*** EAC EFB 090

Energy and nuclear
Description: Information on questions and negotiations concerning conventional and new forms of energy; international energy policy coordination; nuclear energy, safeguards, international nuclear energy policy coordination, and economic and commercial development. ***Topics:*** Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits;

electricity; petroleum and natural gas; conservation; coal; energy research and development; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards. ***Program Record Number:*** EAC EFB 100

Environment
Description: Canadian and international policy and activities in the field of the environment. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements, organizations and conferences, including the United Nations Conference on Environment and Development, and subsequent events; legislation and regulations; visits; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution. ***Program Record Number:*** EAC EFB 095

Export and Import Controls
Description: Information relating to government administration of the Export and Import Permits Act and any other related acts and regulations; the Bureau's activities and involvement with individual companies in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. ***Topics:*** Legislative acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing, footwear; agricultural products; electronic products; other exported items; associations and general economic data; countries; government departments and agencies; associations, statistics and correspondence. ***Program Record Number:*** EAC EFB 110

Export Development Programs and Services
Description: Information on issues in the international marketing area. Also included is information on federal government programs of export education assistance to business and to export education activities and international business studies at Canadian universities; information on the activities of the federal government in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on the activities of trading houses; information on international transportation services; information on the development of export marketing strategies. ***Topics:*** International marketing strategy, co-operation and liaison; export marketing education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; Export Trade Month, Export Awards Program, trading houses; policies and plans in the field of transport; activities related to export development; trade development; International Trade Centres; trade information systems including WIN Exports and PEMD. ***Program Record Number:*** EAC TFB 032

External Communications
Description: Information materials on Canada sent to other countries, including information on Canadian government policies and programs. ***Topics:*** Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; Foreign Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events. ***Program Record Number:*** EAC BCD 175

Federal-Provincial Relations
Description: Information on provincial involvement in international activities; provincial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations and; visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. ***Topics:*** Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; flow of information to the provinces; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces. ***Program Record Number:*** EAC JFB 003

Foreign Intelligence
Description: Information on foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. ***Topics:*** Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; international associations and private organizations; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. ***Program Record Number:*** EAC IFB 135

GATT Affairs
Description: Information on the coordination and management of Canada's participation in the General Agreement on Tariffs and Trade. ***Topics:*** Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations. ***Program Record Number:*** EAC EFB 065

Geographic Branches
Description: Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. ***Topics:*** Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues such as pollution; trade relations; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; marketing and labelling acts; standards; agreements; customs and tariffs; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors. ***Program Record Number:*** EAC FGB 025

Industrial Trade Policy
Description: Information on trade relations and policies as they relate to domestic industrial policy. ***Topics:*** Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products. ***Program Record Number:*** EAC EFB 075

International Economic Relations
Description: Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macro-economic questions; OECD and APEC activities and Economic Summits; East-West multilateral economic issues, including the EBRD and Economic Commission for Europe. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; regional economic groupings. ***Program Record Number:*** EAC EFB 080

International Environmental Affairs Bureau
Description: Canadian, regional and global issues, policy and activities in the field of the environment, conservation, non-nuclear energy and sustainable development and the environmental assessment of departmental policies and projects and the "greening" of departmental operations. ***Topics:*** Policies and plans; reports and statistics; regional and global issues, agreements, organizations and conferences, including the UN Environmental Program, UN Commission on Sustainable Development, WTO Committee on Trade and Environment, OECD, North American Commission on Environmental Cooperation; International Energy Agency, UN Framework Convention on Climate Change/ Kyoto Protocol and the Convention on Biological Diversity with exception of commercial fisheries and nuclear energy. ***Program Record Number:*** EAC EFB 095

International Finance
Description: Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises. ***Program Record Number:*** EAC EFB 085

Investment – General
Description: General information pertaining to investment development, promotion and services activities; general and specific projects committees, conferences, meetings, communications and plans relating to responsibilities carried on by the Investment Bureau. ***Topics:*** Market Guides; Parinvest; Infoplace Data Base; success stories; Domestic and International Development Plans; Federal, Provincial, Municipal and International government programs Brokerage/Matchmaking; Alternative Canadian Buyers;

Information and Training Sessions; Information Dissemination/Data Base; Contact List/Networking; Seminars, Conventions; Policies and Procedures; Canadian Edge; Canadian apparel. ***Program Record Number:*** INV DEV 180

Investment – Marketing
Description: General correspondence and information regarding communications and advertising at the foreign and domestic levels. ***Topics:*** Communications strategies for Canada and abroad; general and sector targeted advertisements in business magazines, trade journals, periodicals and newspapers; publicity through exhibits, fairs and displays; Investment Canada and investment development program publications; speeches; contracts; external publications; international advertising campaign. ***Access:*** Files arranged by name of publication and subject. ***Program Record Number:*** INV DEV 195

Investment Co-operation and Liaison – Federal
Description: Consultations with other federal departments and agencies on matters pertaining to investment and the development and promotion of investment. ***Topics:*** Procedures for consultation with other federal departments; federal industrial and economic policies and initiatives; departmental responses concerning the Investment Canada Act; views on federal initiatives that may affect investment or Investment Canada activities. ***Access:*** Files arranged by department or agency. ***Program Record Number:*** INV DEV 165

Investment Co-operation and Liaison – General
Description: Co-operation and liaison activities of an administrative nature with outside organizations, municipalities, corporations, companies, agencies and universities. ***Topics:*** Proceedings; minutes; annual reports; financial statements and membership fees relating to associations, clubs, federations, etc. ***Access:*** Files arranged by organization. ***Program Record Number:*** INV DEV 174

Investment Co-operation and Liaison – Provincial
Description: Consultation with the provinces and territories on matters pertaining to the development and promotion of investment. ***Topics:*** Procedures for consultation with the provinces and territories; provincial and territorial laws and regulations affecting investment; provincial and territorial industrial and economic policies and objectives. ***Access:*** Files arranged by province or territory. ***Program Record Number:*** INV DEV 170

Investment Promotion – Programs
Description: Information on promotional program activities throughout the world. ***Topics:*** General; promotional plans and activities in markets in Europe, U.S.A., Pacific Rim, Latin America, Middle East, as well as other areas of the world; specific projects in geographic intelligence service; financing and alliances; promoting investment in Canada's telecommunications, microelectronics and medical devices industries; R&D tax credits and interprovincial competition for investment. ***Access:*** Files arranged by geographic area or project. ***Program Record Number:*** INV DEV 200

Investment Promotion – Prospecting
Description: Information and correspondence pertaining to the promotion of investment in Canadian high-technology sectors. ***Topics:*** General; associations and companies in the area of industrial materials; studies and specific projects in advanced industrial materials; biotechnology industry; environmental technology; information technology; Canadian laser based opto-electronics industry; geomatics; First Choice software, Italian plastics, Japanese subsidiaries in Canada; ocean industry; food packaging. ***Access:*** Files arranged by association or company name, specific issue, material or project. ***Program Record Number:*** INV DEV 202

Investment Promotion – Specific Events
Description: Correspondence relating to the general administration of events; requests for participation by the Minister and officials of Investment Canada in conferences, seminars, trade fairs and visits of foreign delegates in which investment in Canada is a topic, including speeches by the Minister and senior Investment Canada officials. ***Topics:*** General; calendars and special events; inventory of speakers; speaking engagements; missions and incoming visits in Canada, U.S.A., Europe, Pacific Rim; Middle East, as well as other areas of the world. ***Access:*** Files arranged by geographic area and subject. ***Program Record Number:*** INV DEV 205

Investor Services – Inquiries
Description: Correspondence, work in progress, memoranda, etc., relating to specific inquiries from Canadian, European, American, Pacific Rim and Middle Eastern companies and companies in the rest of the world. ***Topics:*** Canadian investment opportunities; how to do business in Canada; financial incentive programs; access to capital or transfers of technology. ***Access:*** Files arranged primarily by name of company and location or by topic. ***Program Record Number:*** INV DEV 185

Legal Advice and Treaties
Description: Information on questions of public and private international law and treaties. ***Topics:*** Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international arrangements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; childnapping; private international law; maintenance orders; letters rogatory; depositions; service of documents; treaty negotiation, interpretation, registers,

procedures and publication. ***Program Record Number:*** EAC JFB 020

Legal Operations
Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. ***Topics:*** Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangements; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites; International Law Commission. ***Program Record Number:*** EAC JFB 010

Library Services
Description: Ensures that externally generated information relevant to the Department is accessible to its personnel and the general public; the Department's collection contains more than one million volumes and government documents. ***Topics:*** Reference/research (manual and automated); lending service (including interlibrary loans); routing and/or distribution of periodicals, documents and newspapers; on-line research service to access literature and statistical data from databases; newspaper clipping service; acquisitions of, and cataloguing support for, library materials in Canada and overseas. ***Program Record Number:*** EAC MCB 172

Multilateral Trade Negotiations
Description: Information on multilateral trade agreements, principally the negotiation of a round of multilateral trade negotiations under the GATT. ***Topics:*** GATT; investment issues; procurement; provincial involvement; reports and statistics; multilateral trade negotiations; conferences; issues; markets; regions; sectors. ***Program Record Number:*** EAC OMT 002

Office of Protocol
Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada. ***Topics:*** Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad – heads of post, consular officers, special envoys; foreign representatives in Canada – heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada. ***Program Record Number:*** EAC XDX 005

Passport Office
Description: Information on the issuance of passports to Canadian citizens in Canada and abroad, Certificates of Identity and United Nations Refugee Convention travel documents. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issuance, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions. ***Program Record Number:*** EAC JFB 215

Policy Staff
Description: Information on policy studies, research, analysis, and advice on a broad range of political, economic, and trade-related subjects; information on coordination of Canada's participation in the G8 Summit process. ***Topics:*** Policy and background; political evaluations, briefings, analyses, papers, research, trade statistics, economic analysis, policy papers, foreign and trade policy reviews. ***Program Record Number:*** EAC EAC 006

Regional Security and peacekeeping
Description: Information on policy advice, coordination, and activities related to peace support operations, management bilateral and multilateral peace and security consultations and defence relations (not including Europe, the USA and the Middle East). ***Topics:*** Military, police and civilian deployment to peace support operations; Peacekeeping; Peacekeeping training; regional security forums and organizations; Rapidly deployable forces; Ship visits; Deployment of Canadian forces abroad; Liaison with foreign forces; Visiting forces; Bilateral relations with other countries on peace & security and defence issues; Disaster assistance involving DND; Canadian Force Attaches; Arms sales and regional security; Military assistance; Military and diplomatic aircraft clearance; Disarmament, demobilization and reintegration of ex-

combatants; Security secure reform; UN sanctions; UN Security Counceil; UN DPKO; General security of information agreements." ***Program Record Number:*** EAC ESB 175

Resources Policy
Description: Information on trade relations and policies as they relate to resources industries; information on export markets and marketing strategies for these industries. ***Topics:*** Coal and petrochemicals, metals and minerals, industrial materials and forest products. ***Program Record Number:*** EAC EFB 105

Security
Description: Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. ***Topics:*** Policy and coordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; the Vienna Conventions; passport security; immigration security; foreign intelligence activities in Canada; vulnerability; exchange and release of information; travel by Canadian residents; threat assessments; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances. ***Program Record Number:*** EAC IFB 140

Summit and Francophone Affairs
Description: Information on the multilateral aspects of Canada's relations with French-speaking countries; formulation and implementation of Canadian policy; coordination of the Canadian contribution to their aid programs; establishment and coordination of Canadian participation in various meetings of an official or semi-official nature;intergovernmental conferences; international associations and private organizations. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; intergovernmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange. ***Program Record Number:*** EAC IFB 121

Trade Communications
Description: Information on programs and activities to promote exports and to inform the export business community about policies and programs for the development of overseas markets. ***Topics:*** Export information; regional and provincial programs; conferences, conventions and meetings; federal programs, evaluations, associations, organizations and institutes; promotion; media relations; private companies; government departments and agencies; communications; advertising; trade fairs. ***Program Record Number:*** EAC BCD 176

Trade Development Policy and Liaison
Description: Information on policies and special issues on trade development that are generally non- recurring, as well as details of liaison activities with provincial governments, other government departments, and private sector associations. Financial records relating to the International Trade Development Branch are also included in this class. ***Topics:*** Reports on federal/provincial consultations; briefing books for consultations, ministerial and non- ministerial federal-provincial meetings; provincial export assistance summary; Branch financial records; reports and statistics; private sector associations; trade development; evaluation of actual or potential trade development programmes and activities. ***Program Record Number:*** EAC TFB 030

Trade Policy
Description: Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services. ***Topics:*** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; anti-dumping; countervail; safeguards; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls. ***Program Record Number:*** EAC EFB 060

United Nations Affairs
Description: Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Labour Organization (ILO), Food and Agriculture Organization (FAO), World Health Organization (WHO), International Civil Aviation Organization (ICAO), United Nations Centre for Human Settlements (HABITAT), United Nations Environment Program (UNEP), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations human rights, status of women, minorities and race relations, social and humanitarian activities. ***Topics:*** Policy and programs – UN Charter, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat – finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly – rules and

procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council – rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council – sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental human rights organizations and conferences; reports and statistics; international coordination; promotion of human rights; status of women; minorities and race relations; drugs and crime prevention; human rights violations; treaties and agreements; multilateral human rights matters and policies. ***Program Record Number:*** EAC IFB 115

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to departmental records and personal information, the replies to such requests, and information related to their processing. It is used for processing access requests only, and to report on the number of requests received annually. ***Class of Individuals:*** Canadian citizens, landed immigrants, or others authorized by Order-in-Council who have made requests under the Access to Information Act or the Privacy Act. ***Purpose:*** The purpose of this bank is to store information related to requests made under the Access to Information Act and the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for two years after completion of the request. ***TBS Registration:*** 000348 ***Bank Number:*** EAC PPU 035

Consular Affairs – Assistance to Canadians

Description: This bank contains information on Canadians resident in foreign countries registered with a Canadian mission, and Canadians who sought or received assistance from a Canadian mission who have been arrested or detained abroad, or if Consular Affairs advice or assistance has been sought to obtain visas, permits, etc. of foreign countries. The information is in the form of applications, registration cards, memoranda, correspondence, reports and telegrams. The information is received from the individuals themselves, Canadian and foreign agencies, and international organizations. This bank of information is stored electronically within a computerized client/server system called COSMOS. COSMOS consists of a series of Windows-based programs linked through a common centralized database located at DFAIT headquarters. COSMOS provides consular staff with a comprehensive set of tools designed exclusively to facilitate the management of consular cases (including citizenship and immigration cases), the issuance of passports and the registration of Canadians abroad. Information entered into the database from either HQ or the missions is instantly available to all staff, thereby promoting increased service delivery levels to our clients. ***Class of Individuals:*** Canadians resident in foreign countries who have registered with the nearest Canadian mission; Canadians who have sought or received assistance from Canadian missions; Canadians who have been arrested or detained abroad. ***Purpose:*** The information contained in this bank is used to provide consular assistance to Canadian nationals abroad. It may be used, where necessary, to contact, protect, rescue or evacuate registered Canadians and their family members. ***Consistent Uses:*** This information may also be used for the development of consular policy and the preparation of advice to missions abroad. ***Retention and Disposal Standards:*** Information on registration of nationals and completed individual consular cases may be retained on departmental files (electronic and paper) up to five years. Ultimately, the electronically-held data will be archived and stored indefinitely. Other information may be retained up to 15 years then transferred to the National Archives of Canada. ***TBS Registration:*** 000343 ***Bank Number:*** EAC PPU 010

Consular Affairs – Citizenship

Description: This bank includes topics such as registration of births abroad, dual nationality, loss, retention, acquisition, or extension of citizenship, marriage, divorce, and other family-related aspects of citizenship; organizations and conferences; liaison with other government departments and agencies in Canada. Information is in the form of memoranda, reports, correspondence with the public and other government agencies, as well as application forms. ***Class of Individuals:*** Individuals who have dealt, outside Canada, with the Canadian citizenship authorities through consular services or the Department of Foreign Affairs and International Trade, or have claimed Canadian citizenship for themselves or their dependants. ***Purpose:*** The purpose of this bank is to retain administrative correspondence relating to the assistance rendered by consular officials to Canadians and to those claiming Canadian citizenship on their own behalf or on behalf of a dependant. ***Retention and Disposal Standards:*** Information may be retained on departmental files up to 10 years, then transferred to the National Archives of Canada. ***TBS Registration:*** 000342 ***Bank Number:*** EAC PPU 005

Investment – Mailing Lists

Description: Information in this bank is provided by individuals interested in receiving publications and investment information created by the former Investment Canada. This information includes individual's name, identification number, address and telephone number, language preference and, where applicable, company name and position held. ***Class of Individuals:*** Business community, individual investors and students interested in receiving publications and investment information created by the former Investment Canada, other government departments and agencies and the private sector. ***Purpose:*** The information in this bank is used to provide individuals with copies of publications requested which

originate with the former Investment Canada. ***Consistent Uses:*** This bank is also used for bulk mailing of publications and information created by Investment Canada. ***Retention and Disposal Standards:*** Records are retained for six months or when superseded or converted to machine operations. ***PAC Number:*** 86-001 ***Related to PR#:*** INV DEV 195 ***TBS Registration:*** 002768 ***Bank Number:*** INV PPU 030

Investment: Cases

Description: Information in this bank is provided by investors when inquiring about possible services to be provided. This information includes the name, address, telephone number, description of the investor's business activities, description of the project to be undertaken, province of interest, size of proposed investment and the name and telephone number of any intermediaries. ***Class of Individuals:*** Business community and individual investors seeking to invest in Canada either by acquiring a Canadian business or by establishing a new business. ***Purpose:*** The information in this bank is used to identify and assist investors with similar investment intentions. ***Consistent Uses:*** This bank is also used for compiling statistics for use in the preparation of reports to the Minister and to assist in the preparation annual reports. ***Retention and Disposal Standards:*** Records are retained for fifteen years from last action and are then destroyed. ***PAC Number:*** 91-017 ***Related to PR#:*** INV DEV 185 ***TBS Registration:*** 002766 ***Bank Number:*** INV PPU 005

Investment: Contracts

Description: This bank contains information such as the request for service by the manager, the original contractual document and reasons for not authorizing payment if the terms of the contract have not been met. Active files were normally kept within the Financial and Administrative Services Section of Investment Canada, but further information may be contained in files of the Bureau. ***Class of Individuals:*** Individuals from the private sector under contract for services to the Bureau. ***Purpose:*** The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the Bureau. The bank is used to administer contracting services, to make payments when required, to collect receivables, and to perform accounting and administrative functions. The information is also used to facilitate the selection of consultants and to carry out auditing and evaluation. ***Retention and Disposal Standards:*** Records are retained for six fiscal years and are then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002556 ***Bank Number:*** INV PPU 010

Passport Office – Certificates of Identity and Refugee Travel Documents

Description: This bank contains applications for certificates of identity and refugee travel documents. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval; demographic and personal characteristics which describe the applicant, his children and custody arrangements; nationality status, and immigration status in Canada. Information contained in the bank is in the form of application forms and correspondence with other federal departments and agencies. Persons seeking access to this information bank should provide their date of birth. ***Class of Individuals:*** Individuals who are residents of Canada but not Canadian citizens and who cannot obtain passports from their countries of origin. ***Purpose:*** The purpose of this bank is to store completed applications for certificates of identity and refugee travel documents submitted by those residents of Canada who are not Canadian citizens and who cannot obtain passports from their countries of origin. The application forms are used to establish the identity of applicants and their entitlement to a travel document in accordance with Canadian and international conventions. ***Consistent Uses:*** Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code. ***Retention and Disposal Standards:*** Hard copy records are retained for two years; microfilm records are retained indefinitely. ***TBS Registration:*** 000346 ***Bank Number:*** EAC PPU 025

Passport Office Control Files

Description: This bank contains information on persons whose requests for passport services might be subject to denial or restriction. The information is in the form of a master control list, reports, memoranda,correspondence, telegrams and application forms. Information is supplied by individuals applying for a passport or assistance abroad, by federal, provincial and municipal agencies and security authorities, by Foreign Affairs and International Trade missions abroad and by foreign governments and international organizations. Persons seeking access to this information bank should provide their date of birth. ***Class of Individuals:*** Individuals who are the subject of a ministerial denial; who have fraudulently acquired Canadian citizenship; who have fraudulently acquired or misused a passport, or have lost more than one passport; who have applied on behalf of, but do not have legal custody of, a child; who have submitted fees for service in some form of NSF or fraudulent cheque; or who are wanted by Canadian law enforcement agencies. ***Purpose:*** The purpose of this bank is to assist passport and consular officials in determining whether an individual applicant is the subject of a ministerial denial; has lost or fraudulently acquired Canadian citizenship; has fraudulently acquired or misused a passport, or lost more than one passport; applied on behalf of, but does not have legal custody of, a child; has submitted fees for service in some form of NSF or fraudulent cheque; or is wanted by Canadian law enforcement agencies. ***Consistent Uses:*** Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code. ***Retention and***

Disposal Standards: Records are retained in the bank up to 10 years, except for cases of special interest which are retained for an indefinite period. ***TBS Registration:*** 000345 ***Bank Number:*** EAC PPU 020

Passport Offices – Regular and Official Travel Passports
Description: This bank contains applications for regular and official travel passports. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval. The data content of each record includes demographic information and the personal characteristics of family and children, custody provisions concerning children, and address and employment information concerning the applicant's guarantor. Most of the information is supplied by the applicant. Some is received from local, provincial or federal authorities. Persons seeking access to this information bank should provide their date of birth. ***Class of Individuals:*** Canadian citizens and government employees who have applied for regular or official travel passports. ***Purpose:*** The purpose of this bank is to store completed applications for regular and official travel passports submitted by Canadian citizens and government employees travelling on official business, on their own behalf and on behalf of their dependants. Information on the application forms is used to verify the identity and citizenship of an applicant, to confirm entitlement to a Canadian passport and to enable the Consular Bureau to provide assistance where necessary to travelling Canadians. ***Consistent Uses:*** Consistent use may include disclosure to police agencies in order to determine whether a false statement has been made which could lead to a prosecution under the Criminal Code. ***Retention and Disposal Standards:*** Hard copy records are retained in the bank for 10 years; microfilm records are retained indefinitely. ***TBS Registration:*** 000347 ***Bank Number:*** EAC PPU 030

Personal Information Disclosed to Federal Investigative Bodies
Description: In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for two years after completion of the request. ***TBS Registration:*** 000349 ***Bank Number:*** EAC PPU 040

Spousal Employment Job Bank
Description: This bank contains information submitted by spouses (of employees of the Department of Foreign Affairs and International Trade) who are actively seeking employment in the NCR. Information is in the form of a résumé and/or a completed Spousal Employment Profile form. Information includes name, address, telephone number, citizenship, education, employment experience, and career interests. ***Class of Individuals:*** Spouses of Foreign Affairs employees who seek employment at home. ***Purpose:*** The purpose of the bank is to assist spouses of departmental employees in finding work in the Ottawa/Hull area. When job opportunities arise, a search is made to find suitably qualified candidates. ***Consistent Uses:*** This bank is used to provide names, telephone numbers, and employment experience to employers, on request. ***Retention and Disposal Standards:*** Records are retained 2 years, unless updated or deleted by the person concerned. Records are deleted in the event of divorce, separation, retirement or departure of the employee from the Department. ***TBS Registration:*** 002506 ***Bank Number:*** EAC PPU 045

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Foreign Affairs and International Trade, categories of personal information may be accumulated which are not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department, which are described in the program records. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, the date on which the information was received by the Department and to whom it was addressed. The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject record schedules. The classes of personal information listed below describe particular program records which, because of their nature, are more likely to contain personal information.

International Security, Arms Control and CSCE Affairs Bureau
Personal information may be held by the bureau concerning individuals who have been involved in defence activities with NATO, NORAD, or other international defence or arms control organizations, or in conferences or visits. Personal information might include personal biographies, tours of defence colleges, military travel and training, and nominations of Canadians for positions in international defence organizations concerned with

defence or arms control. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident,conference/organization, visits, dates and circumstances which may have led to the establishment of a record.

Legal Affairs Bureau
The Legal Affairs Bureau handles a number of important functions including multilateral legal issues, peace and security law, humanitarian law, economic law, trade agreements, treaties, international law, dispute settlement, individual legal cases, and implementation of environmental legislation and Access to Information and Privacy legislation. Personal information held by the Bureau may include enquiries from Canadian residents seeking advice about international and foreign legal systems or concerning authentification of documents, and claims by Canadian citizens for possible support by the Canadian government. Other personal information would relate to specific issues handled by the Bureau. Persons seeking access must specify the subject of the enquiry, as well as country and/or city, legal firm, contacts, incidents, dates and circumstances which may have led to the development of a record.

Office of Protocol
The Office of Protocol is responsible for the administration of protocol-related programs of the Department and for the development of policies and procedures which direct the administration of protocol programs. Personal information in this class would pertain to individuals who have participated in, or have been the subject of protocol-related activities within programs such as accreditation and ceremonies, privileges and immunities, government hospitality, protection of foreign representatives and foreign decorations, and awards and honours to Canadians. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, visits, conference, delegation, dates and circumstances which may have led to the establishment of a record.

Manuals

- Appraisals and Promotion Systems
- Export and Import Permits Act Handbook
- Finex Manual
- Foreign Service Directives
- Handbook of Import and Export Commodity Codes
- Locally Engaged Staff
- Manager's Guide
- Manual of Consular Instructions
- Manual of Correspondence and Communications
- Manual of Financial Management
- Manual of management of goods
- Manual of Materiel Management Property Management
- Manual of Post Administration
- Manual of Procedures
- Manual of Protocol
- Manual of Regulations
- Manual of Security Instructions
- Notices to Exporters
- Notices to Importers
- Passport Office Administrative Procedures Manual
- Passport Office Operating Procedures Manual
- Passport Office Policy and Examining Practices Manual
- Records Classification Guide
- Security Classification Guide
- Summary of Canada's Bilateral Restraint Arrangements – Textiles and Clothing

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Information may also be obtained from the addresses listed below:

Historical Section

Corporate Communications Division
C-2, Pearson Building

(613) 992-4349
Hours 09: 00 to 17: 00 weekdays

Information Centre

Main Floor, Pearson Building

(613) 944-4000 or 1-800-267-8376

Hours 09: 00 to 16: 30 weekdays
Fax Link Interactive Fax Service (613) 944-4500

Media Relations Office

A-2, Pearson Building

(613) 995-1874
Hours 8: 30 to 18: 00 weekdays

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

Main Floor, Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario

(613) 992-6150
Hours 10: 00 to 17: 00 weekdays

Department of Justice Canada
Chapter 47

General Information

Background
The Department of Justice was created by the Department of Justice Act, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

Responsibilities
The work of the Department consists of litigation, provision of legal advice and opinions to the federal government of Canada on a very wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares recommendations or reviews recommendations, for reform of the law. To carry out these responsibilities, the Department uses federal Statutes and Regulations. In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research and to other law-related programs. A limited number of grants is made in connection with legal education, and cost-sharing agreements are entered into with provincial and territorial governments in connection with young offenders, compensation of victims of violent crimes, legal aid in criminal cases for adults and young offenders, native court worker programs, and access to legal information. The Department also undertakes research in support of policy initiatives and other departmental responsibilities.

The role of the Federal Department of Justice does not include the provision of legal services or advice to members of the public.

Legislation
- Access to Information Act, R.S.C (1985), c. A-1
- Annulment of Marriages (Ontario) Act, R.S.C. 1970, c. A-14
- Bills of Lading Act, R.S.C. (1985), c. B-5
- Canada Evidence Act, R.S.C (1985), c. C-5
- Canada Prize Act, R.S.C. 1970, c. P-24
- Canada-United Kingdom Civil and Commercial Judgments Convention Act, R.S.C. (1985), c. C-30
- Canadian Bill of Rights, S.C. 1960, c. 44
- Canadian Human Rights Act, R.S.C. (1985), c. H-6
- Commercial Arbitration Act, R.S.C. (1985), c. 17 (2nd Supp.)
- Contraventions Act, S.C. (1992), c. 47
- Criminal Code, R.S.C. (1985), c. C-46
- Crown Liability and Proceedings Act, R.S.C. (1985), c. C-50
- Department of Justice Act, R.S.C. (1985), c. J-2
- Divorce Act, R.S.C. (1985), c. 3 (2nd Supp.)
- Escheats Act, R.S.C. (1985), c. E-13
- Extradition Act, R.S.C. (1985), c. E-23
- Family Orders and Agreements Enforcement Assistance Act, R.S.C. (1985), c. 4 (2nd Supp.)
- Federal Court Act, R.S.C. (1985), c. F-7
- Firearms Act, S.C. (1995), c. 39
- Foreign Enlistment Act, R.S.C. (1985), c. F-28
- Foreign Extraterritorial Measures Act, R.S.C. (1985), c. F-29
- Fugitive Offenders Act, R.S.C. (1985), c. F-32
- Garnishment, Attachment and Pension Diversion Act, R.S.C. (1985), c. G-2
- Identification of Criminals Act, R.S.C. (1985), c. I-1
- International Sale of Goods Contracts Convention Act, S.C. 1991, c. 13
- Interpretation Act, R.S.C. (1985), c. I-21
- Judges Act, R.S.C. (1985), c. J-1
- Law Commission of Canada Act, S.C. (1996), c. 9
- Marriage (Prohibited Degrees) Act (1990) c. 46
- Mutual Legal Assistance in Criminal Matters Act, R.S.C. (1985), c. 30 (4th Supp.)
- Official Languages Act, R.S.C. (1985), c. 31 (4th Supp.)
- Official Secrets Act, R.S.C. (1985), c. O-5
- Postal Services Interruption Relief Act, R.S.C. (1985), c. P-16
- Privacy Act, R.S.C. (1985), c. P-21
- Revised Statutes of Canada, 1985 Act, R.S.C. (1985), c. 40 (3rd Supp.)
- Security Offences Act, R.S., c. S-7
- State Immunity Act, R.S.C. (1985), c. S-18
- Statute Revision Act, R.S.C. (1985), c. S-20
- Statutory Instruments Act, R.S.C. (1985), c. S-22
- Supreme Court Act, R.S.C. (1985), c. S-26
- Tax Court of Canada Act, R.S.C. (1985), c. T-2
- United Nations Foreign Arbitral Awards Convention Act, R.S.C. (1985), c. 16 (2nd Supp.)
- Young Offenders Act, R.S.C. (1985), c. Y-1

Organization

Aboriginal Justice Directorate

The Aboriginal Justice Directorate administers the government's Aboriginal Justice Strategy, which has been developed to help implement justice programs in Aboriginal communities, particularly communities wanting to negotiate self-government arrangements. The Strategy has two major objectives. The first is to respond to the aspirations of Aboriginal people to assume greater responsibility for the administration of justice in their community. The second is to help reduce the rates of crime and incarceration among Aboriginal people.

Canadian Firearms Centre

The Canadian Firearms Centre develops and implements the new firearms licensing and registration system required by the Firearms Act. The Centre also has responsibility for the overall coordination and management of the Canadian Firearms Program, involving its federal partners, provincial and territorial governments, law enforcement agencies and other organizations across the country.

Civil Litigation Section

This Section, along with its counterparts in the Regional Offices, is responsible for the conduct of all litigation by or against the federal government, except tax and criminal litigation. The practice applies to any matter that may be litigious or which requires legal advice, and covers many areas of law, including administrative, constitutional, debtor-creditor, employment, family, immigration, and native law, to name a few. Civil litigation services are provided to virtually every federal department and agency. Counsel appear before all levels of provincial and federal courts and before many federal administrative tribunals and international panels, such as NAFTA panels. Civil litigation counsel also advise on potentially litigious issues and are involved in finding policy and legislative solutions to problems that have come, or may come, before the courts.

Civil litigation services are provided by departmental litigation counsel and, in appropriate cases, by private sector lawyers appointed as agents of the Attorney General of Canada and working under the instruction of departmental litigation counsel.

Constitutional and Administrative Law Section

The principal function of this section is to provide legal advice and litigation support to the Government of Canada on all matters of constitutional, administrative law and Crown law, including the interpretation of statutes and regulations. The Section has developed particular expertise in issues related to Crown liability, Crown agencies, cost recovery under the Financial Administration Act, the machinery of government, commissions of inquiry, Parliamentary law and privileges, and the National Defence Act.

Another important aspect of the work of the Section is legal education, including educational activities and seminars conducted in conjunction with the Canadian Centre for Management Development.

Crimes against Humanity and War Crimes Section

The War Crimes Section is mandated to receive allegations and to investigate, assess and litigate cases against individuals suspected of involvement in war crimes, crimes against humanity and other reprehensible acts committed during time of conflict. In carrying out its mandate, the War Crimes Section works in close cooperation with Citizenship and Immigration Canada, the RCMP, and other government departments. Since 1995, all cases that have been brought forward for litigation have been based upon allegations that the subject concealed material information concerning his war time activities to gain entry to Canada and, in many cases, to obtain citizenship.

Criminal Conviction Review Group

The Criminal Conviction Review Group assists the Minister of Justice in the assessment of applications for the mercy of the Crown under section 690 of the Criminal Code. These applications originate from persons who allege that they were wrongly convicted of indictable offenses. It reviews allegations, investigates new information made available or supervises the work of outside counsel retained for that purpose, and provides advice to the Minister of Justice in the discharge of the statutory duty. Section 690 of the Criminal Code confers a discretionary power on the Minister of Justice to provide a remedy in the form of a new trial or appeal hearing.

Criminal Law Policy Section

The Section identifies and analyzes emerging criminal justice issues, and develops and implements government policies dealing with criminal justice. It monitors the development of the criminal law, advises the Minister and senior officials and proposes amendments to the Criminal Code, the Canada Evidence Act and other statutes whose basis is the criminal law power given to Parliament by the Constitution. The Section consults on an ongoing basis with provincial and territorial officials responsible for criminal justice, other federal departments, and non-government associations involved in criminal justice issues, and, as needed, with international organizations for the purposes of identifying emerging issues, sharing information and coordinating activities in areas of mutual interest.

The Section serves as a focal point in the provision of legal advice to other government departments in the area

of substantive procedural criminal law. The Section plays a role in litigation support for all cases involving significant criminal law issues. It plays a lead role in the treatment of international criminal law issues. The Section directs its efforts as policy advisor in a number of international fora focussing on international criminal law matters.

♦ Criminal Law Section

This section consists of the Criminal Prosecutions Group for Ottawa/Hull, the International Assistance Group, as well as a group of criminal law lawyers (including the Supreme Court of Canada Criminal Appeals Coordinator and Environmental Prosecutions Coordinator).

The Section assists in the exercise of functional responsibility for criminal litigation in the Department, coordinates with the Litigation Committee any criminal cases before the Supreme Court of Canada in which the Queen in Right of Canada is a party or intervenor, and advises on criminal law and federal enforcement policy and programs.

The Ottawa/Hull Prosecutions Office handles all federal criminal proceedings at the trial level in the National Capital Region. It also supervises federal prosecutorial activities undertaken by private sector lawyers as agents in Northern and Eastern Ontario and Western Quebec.

The International Assistance Group handles extradition and rendition requests, develops extradition policy and negotiates extradition and mutual assistance treaties. It discharges the Minister's duties under the Mutual Legal Assistance in Criminal Matters Act, the Extradition Act, the Fugitive Offenders Act and related treaties.

The Criminal Law Section assists the work of the Northern Flying Squad in the Northwest Territories and the Yukon. The squad members, experienced prosecutors from regional offices and Headquarters, supplement the work of Crown counsel in the northern offices.

Diversity, Equality and Access to Justice Division

The Diversity, Equality and Access to Justice Division assists all sectors of the Department of Justice in building a more equitable and accessible justice system which aims to provide substantive equality to all Canadians. The Division identifies, responds to, and analyzes the impact of policy proposals on groups who have frequently experienced disadvantage in their dealings with the justice system. The work includes responding to requests for diversity analysis; working with the Department's regional offices to flag equality issues in both litigation and policy; developing community outreach initiatives and feeding the outcome into the departmental policy process; co-chairing the work of the Federal/Provincial/Territorial Working Group on Diversity, Equality and Justice and putting in place mechanisms to ensure that items brought forward for decision by Deputy Ministers of Justice have been screened for diversity implications.

Evaluation Division

The Evaluation Division develops, in conjunction with program managers, evaluation frameworks for the management of new programs, policies and legislation. It conducts all program evaluations required for departmental policies, legislation, other policy instruments and operational programs including interdepartmental initiatives in which the Department of Justice participates.

Grants and Contributions Fund

The Programs Branch administers a discretionary grants and contributions program designed to promote and implement selected reforms in the justice system. Projects can offer innovative programs, services, training or public legal education, or assist in research on possible reforms to the justice system.

♦ Human Rights Law Section

The Human Rights Law Section provides legal advisory services and litigation support to the Government of Canada on matters relating to the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act and the Canadian Bill of Rights.

Included within the Section is the Official Languages Law Group which provides legal advice on language rights issues arising out of the Constitution Act 1867, the Charter, the Official Languages Act and the language rights provisions of the Criminal Code. The Group also supports litigators at all levels of courts and develops and coordinates the position of the Government in language rights cases.

The Section also provides services in the area of international human rights law – advising and assisting in negotiating and developing Canada's position on international human rights instruments, negotiating provincial and territorial support for new human rights instruments, and developing and drafting Canada's position on complaints to the various United Nations and Organization of American States complaint bodies.

Legal education in all the above areas is an important aspect of the Section's work. It organizes conferences, seminars, prepares case briefs on Supreme Court of Canada Charter decisions and participates actively in the educational programs of the Canadian Centre for Management Development.

♦ Information Law and Privacy Section

The Information Law and Privacy Section's primary role is to provide legal interpretation and advice to the Government of Canada relating to the Access to Information and Privacy (ATIP) Acts. The Section also provides litigation support on ATIP issues and legal advisory services on policy development in the area. The Section has a continuing legal education role in conducting annual seminars for Justice lawyers, providing legal updates to the ATIP community, training at the Canadian Centre for Management Development and as

requested by other departments. It works closely with the Treasury Board Secretariat in supporting their policy responsibilities under the ATIP legislation. The Section also participates in and supports a variety of special projects that relate to information law and privacy within the government.

♦ Integrated Anti Drug Profiteering (IADP) Units

Integrated Anti Drug Profiteering Units are staffed by Justice counsel, police investigators, forensic accountants and administrative support employees. Operating under Memoranda of Understanding, IADP counsel report directly to the Prosecutions Group Head in the Regional Office. IADP Units are located in Montreal, Toronto and Vancouver, and housed at RCMP Headquarters in each of these cities.

Investigators and prosecutors in these units are working as members of Atask forces@ on proceeds of crime and money laundering investigations. In addition to providing an on-call advisory service to the police and other members of the units on a wide variety of issues related to the conduct of their investigations, IADP counsel also supervise the initial drafting of court applications for special search warrants and restraining orders and draft any submissions needed to obtain the approval of the Attorney General for the giving of undertakings.

Intergovernmental and External Relations Division

The Intergovernmental and External Relations Division manages key relationships with the Department's policy partners in the federal government, the provinces and territories, and national non-government organizations (NGOs). It also manages the Department's consultative function to ensure timely and inclusive public involvement in justice policy development, and fosters consultation with other levels of government and NGOs.

♦ International Law and Activities Section

The International Law and Activities Section provides leadership and coordination in international law matters and ensures the consistency of the Department's legal advice on international law. It is responsible for international litigation and for the establishment of special litigation teams, legal education in the area of international law and advising the Department and Minister on the filing of briefs before foreign courts.

The Section works with the Canadian International Development Agency and the Department of Foreign Affairs and International Trade to provide legal technical assistance abroad and to promote the Department's legal technical assistance capabilities and experience.

Legal Aid Program

Through funding agreements with provincial and territorial governments, the Legal Aid Program ensures a minimum standard of legal aid services in criminal matters to the economically disadvantaged when necessary to ensure a fair trial. In general, all indictable offenses and those summary conviction offenses where there is a likelihood of imprisonment, including proceedings under the Young Offenders Act, are covered.

Legal Services Unit of Indian Affairs and Northern Development

The DIAND Legal Services Unit is co-located in DIAND Headquarters in the National Capital Region, in the Federal Treaty Negotiation Office in Vancouver and in the Quebec Regional Office. The Legal Services Unit is divided into several sections: Comprehensive Claims and Northern Affairs; Self-Government/Policy and Strategic Direction; Lands, Trust and Corporate Services; Specific Claims (East and West); Federal Treaty Negotiation Section; and Litigation Services.

The Legal Services Unit provide legal advice and support to DIAND and to Department of Justice litigators in relation to DIAND initiatives, policies and programs.

Legal Services, Foreign Affairs and International Trade (JLT)

This joint Department of Justice and Department of Foreign Affairs and International Trade unit provides legal advice and services to the Government of Canada on the international and domestic implications of Canada's trade and investment obligations. In particular, the unit is responsible for advising on the rights and obligations arising out of the various trade agreements to which Canada is a party, such as NAFTA, the Agreement Establishing the WTO and the Canada-USA Softwood Lumber Agreement. The unit represents the Government before dispute settlement panels established under the NAFTA, the WTO, the Softwood Lumber Agreement and other trade and investment agreements. It also assists in the negotiation, preparation, elaboration, drafting and implementation of new trade agreements.

Legal Studies for Aboriginal People

Through the Legal Studies for Aboriginal People Program, the Department of Justice awards a limited number of bursaries each year to assist Aboriginal people who wish to enter the legal profession.

National Security Group

This group is responsible for advising the Assistant Deputy Attorney General (Criminal Law) on national security and intelligence matters.

Native Courtworkers

This program provides financial support to help Aboriginal persons in conflict with the law understand the criminal justice system and obtain access to required services. Objectives include meeting the counseling (other than

legal) and referral needs of both adult and young Aboriginal persons accused of a criminal offence, and reducing communications barriers between Aboriginal people and those involved in the administration of the criminal justice system.

♦ Native Law Section

This Section coordinates Aboriginal law matters in the Department in order to ensure consistency of legal advice, early identification and consideration of emerging Aboriginal law issues and the presentation of a uniform view on Aboriginal law issues to other departments and agencies.

Northern Issues

Through consolidated Access to Justice Agreements, flexibility is being built into the delivery of legal aid, public legal education and native courtworker services to ensure that these services respond to the needs of Canada's northern residents. Other priorities include contributing to the development and implementation of justice-related policies and programs for Nunavut.

Priorities and Planning Division

The Priorities and Planning Division oversees the Department's strategic planning process, develops broad policy frameworks to support immediate and longer-term policy objectives and supports the Department's capacity for horizontal policy management by coordinating and integrating the inter-relationship of the policy-making process across the Department, with central agencies and other federal departments. It provides coordination to a range of committees and other policy forums. The Group also ensures effective and cooperative liaison between the federal Government and the new Law Commission of Canada.

Public Legal Education & Information (PLEI)

This program provides legal education and information to help citizens become legally literate and able to participate more fully in the justice system (generally aimed at those who are at a disadvantage in the justice system). A variety of tools are used and may include brochures, videos, workshop modules and learning aids. Areas where PLEI has provided accessible and pertinent information include: family violence, crime prevention, and child support guidelines.

Research and Statistics Division

The Research and Statistics Division conducts social science research in support of all departmental policy development activities and departmental programs, including statistical advice, information and services and public opinion research. It also acts as the liaison between the Department and the National Justice Statistics Initiative, a federal/provincial/territorial committee of Deputy Ministers responsible for justice system issues in Canada. Socio-legal research is also conducted in support of special projects such as the Child Support Initiative and the Firearms Initiative.

Revenue Canada Legal Services Unit

The Legal Services Unit provides legal services and advice, on behalf of the Attorney General of Canada, to Revenue Canada officials in matters relating to the Income Tax Act, the Excise Tax Act, the Excise Act, the Customs Act and Customs Tariff, and related legislation. In addition, the Unit coordinates, with other components of the Tax Law Services Portfolio, the provisions of an integrated service to Revenue Canada in the areas of tax avoidance, collections, customs and border services, GST and international trade.

Sentencing Reform Team

The Sentencing Reform Team identifies and monitors issues related to the administration of Canada's laws on sentencing and oversees the development of policies and legislation to address them, in consultation with other departments and agencies, other governments, voluntary organizations and with criminal justice professionals. Responsible for major sentencing reform (Chapter 22 of the Statutes of Canada, 1995), the Sentencing Team is promoting the implementation of the legislation , monitoring its impact on justice administration and practices, and providing advice to the Minister and to Senior officials on policy revisions and legislative amendments. The Sentencing Reform Team is also responsible for policy development in the area of Restorative Justice and for helping develop innovative alternatives to incarceration for low risk offenders.

♦ Strategic Prosecution Policy Section

This office (formerly called the Office of National Strategy for Drug Prosecutions) has the primary responsibility for providing assistance and direction on all drug and proceeds of crime investigations, wiretap issues and prosecutions as well as management of the law with respect to these areas and other related matters, including disclosure issues. Its main task is to support Regional Office counsel in the development of a strategic approach to the drug and proceeds of crime prosecution work of the Department. It develops prosecution policy, liaises with government agencies about drug and proceeds of crime prosecutions and provides input on policy issues concerning the development of legislation on substantive criminal law and procedure.

♦ Tax Litigation Sections

These sections, located in Headquarters and the major regional offices, are responsible, on behalf of the Minister of Revenue Canada, for all civil appeals concerning tax and customs legislation as well as certain appeals under the Canada Pension Plan, the Employment Insurance Act and the Petroleum and Gas Revenue Tax Act. They are

responsible for the conduct of litigation on behalf of Revenue Canada in all areas and regions of the country as well as representing Revenue Canada in the Provincial Civil Courts in priority disputes, bankruptcy matters or litigation relating to collections enforcement action. In conjunction with the Legal Services Unit, these Sections also provide advice at the pre-litigation stage.

♦ Young Offenders

Under this cost-shared program, federal funding is provided for juvenile justice services.

Youth Justice Team

The Team will develop legislation and an implementation plan to support the government's Strategy for the Renewal of Youth Justice, launched in May 1998, which sets out a blueprint for a comprehensive and multisectoral approach to combatting youth crime. This approach promotes partnerships and coordination with other service-delivery systems for children youth, other departments, governments, agencies and interested Canadians. The group monitors the development of the law, provides advice to the Minister and senior officials and proposes changes, where necessary.

Information Holdings

Program Records

LINKING STATEMENT

The Department of Justice files are maintained based on the subject content of the record or case name and/or details of the case using a central file classification system. Each Regional Office, Legal Services Unit and Headquarters Section classifies records according to the subject matter or case name. Generally the records can be categorized into four main groups: Administrative, Legal Operational, Legal Policy and Program Development. As a rule information is retrieved by name, subject, statute or term. Requesters need only describe the record they wish to access. If the request pertains to a specific case, the location indicating where the case took place is also required.

Administration – Communications and Executive Services Branch
Description: This class of documents contains news releases, updates to court cases, summaries of departmental achievements, and other educational and information materials, speeches, briefing notes, Question Period material, ministerial correspondence, and Cabinet, Parliamentary and other relevant documents. ***Topics:*** Various subject matter related to administrative, operational and policy issues. ***Program Record Number:*** JUS COM 001

Administration – General
Description: Headquarters, Legal Service Units, Regional Offices each may have administrative records of a policy and/or routine matters pertaining to employees of the Department and pertaining to services that support the administration and operation of the Department. Most of these records are covered by the descriptions contained in the STANDARD PROGRAM RECORDS. Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents. ***Program Record Number:*** JUS ADM 001

Administration – Information Management Technology
Description: This class of documents contains information management plans, technological specifications for hardware equipment and software applications, contracts and service agreements, studies, computer network audit logs, reports and supporting correspondence and documentation. ***Topics:*** Requirements and proposals for various operational support systems. ***Program Record Number:*** JUS IMT 001

Legal Operational – Civil Proceedings
Description: Information on an aggregate set of records pertaining to legal matters which come under the jurisdiction of the Department. ***Topics:*** Legal opinions, requests to institute civil and legal proceedings, by or against the Crown or its agents or servants in a court of law or in any administrative board or tribunal; collection files; property and commercial documents, agreements of all kinds, waivers, licences and formal contracts and court documents, e.g. statements of claim, defence statements, reasons for order, motions, etc. ***Program Record Number:*** JUS CVL 001

Legal Operational – Legal Advice
Description: Information providing legal advice to any department or agency of the Government of Canada. ***Topics:*** Formal opinions, by memorandum of law or letter; guides relating to the provision of legal advice, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice. ***Program Record Number:*** JUS LGL 001

Legal Operational – Legislation
Description: Records pertaining to instructions for drafts of legislation. ***Topics:*** Background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. ***Program Record Number:*** JUS LGS 001

Legal Operational – Property
Description: Information relating to the acquisition of real property by purchase or expropriation, and the disposition of real property. ***Topics:*** Various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda. ***Program Record Number:*** JUS PRP 001

Legal Policy
Description: Information on legal policy and policy development. ***Topics:*** Memoranda of law and facts, briefing notes, memoranda to Cabinet, consultation documents with non-governmental organizations, provinces, other countries and special interest groups, consultants reports and studies, research material, communication strategies and supporting correspondence. ***Program Record Number:*** JUS POL 001

Program Development
Description: Information related to grants and contributions. ***Topics:*** Public legal education initiatives, legal aid, agreements with the provinces, programs for aboriginal peoples, program for law students, young offenders. ***Program Record Number:*** JUS PGM 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access Request Data Bank
Description: This bank contains information on requests sent by individuals to obtain access to departmental records under the Access to Information Act and the Privacy Act, the replies to such requests, and information related to their processing. ***Class of Individuals:*** Individuals who requested access to records under the Access to Information Act and the Privacy Act. ***Purpose:*** The information in this bank is used to process requests and to report on the activities of the Access to Information and Privacy Office. ***Retention and Disposal Standards:*** Material is retained for two years after the last action on file. ***PAC Number:*** 86-001 ***TBS Registration:*** 001659 ***Bank Number:*** JUS PPU 090

Allan Memorial Institute Depatterned Persons Assistance Plan
Description: This bank contains information on individuals who have made application for an ex-gratia payment of $100,000 and who were former patients of Dr. Ewen Cameron at the Allan Memorial Institute and underwent a treatment termed 'depatterning'. The Plan was established by Order in Council (P.C. 1992-2302, 16 November 1992) and terminated on January 31, 1994. This bank contains application forms identifying the individual information, release forms authorizing the release of medical records, medical records to the extent required to substantiate the depatterning treatment and other administrative documentation. ***Class of Individuals:*** Individuals who have made applications for payment under the criteria set out in the Order in Coucil. ***Purpose:*** The information was used in the administrative and operation activities required to carry out the Government of Canada's responsibilities under the Order in Council. ***Retention and Disposal Standards:*** Records are retained for a period of 21 years. ***TBS Registration:*** 003497 ***Bank Number:*** JUS PPU 135

Applicant Inventory Files
Description: This bank contains information on members of the general public who have exercised an interest in employment with the Department of Justice. Complete files include application forms giving educational and personal histories, interview appraisal forms, letters of reference, correspondence and memoranda. ***Class of Individuals:*** Members of the general public who have expressed an interest in employment with the Department of Justice. ***Purpose:*** The information in this bank is used to assess individuals for positions that are to be filled through open competitions. ***Retention and Disposal Standards:*** Material is retained for one year. ***PAC Number:*** 86-001 ***TBS Registration:*** 001658 ***Bank Number:*** JUS PPU 085

Central Registry of Divorce Proceedings
Description: This bank contains information obtained from the Registration of Divorce Proceeding Forms received from the various divorce registries in respect of the petitioner and the respondent, and includes all relevant personal information. ***Class of Individuals:*** Persons who filed for divorce in a Canadian court either in their individual capacity or through the lawyers who represent them. ***Purpose:*** The information in this bank is maintained for the purpose of informing the District Registrar of the various court offices of the existence or

otherwise of pending divorce applications, thus settling jurisdictional issues pursuant to section 3 of the Divorce Act, 1985. In addition, statistical information is provided to Statistics Canada for the purpose of compiling marriage and divorce statistics for publication. Lastly, address information of the individuals or their lawyers is collected for the purpose of facilitating the mandatory pension credit-splitting legislation for spouses who divorce, a program which is administered by Human Resources Development under section 55.1 of the Canada Pension Plan. ***Retention and Disposal Standards:*** Textual records are retained for five years after divorce registration and machine-readable records are maintained actively for the life of the Divorce Registry program or for the length of time the Divorce Registry is administered by the Department of Justice. ***TBS Registration:*** 002274 ***Bank Number:*** JUS PPU 005

Civil Proceedings and Legal Services
Description: This bank contains information relating to civil legal proceedings and legal services provided to all federal departments and most government agencies and institutions. The information is used to provide legal advice and representation in a practice which ranges across may areas of law, including administrative, constitutional, debtor-creditor, employment, family, immigration, native and tax law, to name a few. The bank contains information relevant to the legal advice and representation provided, such as solicitor-client correspondence and related records. In legal proceedings of a civil nature in which the Crown in right of Canada, a Crown agency or a Crown servant is a party, including proceedings before administrative boards and tribunals, it includes documents such as written pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence. The greater part of the information contained in the bank is obtained from other federal institutions, as authorized by sub-section 8(2)(d) of the Privacy act. Considering the sources of personal information compiled, the social insurance number (SIN) is in some cases part of the information transmitted by institutions authorized to collect it, such as in some cases involving Revenue Canada. ***Class of Individuals:*** Canadians, persons present in Canada, and persons who have been involved in civil litigation involving the Federal Government. ***Purpose:*** The material in this bank is retained to enable the Department to carry out its duties as legal advisor to the federal government. ***Retention and Disposal Standards:*** Civil litigation files are retained for 21 years after cessation of the legal action; records pertaining to other legal matters are retained for 30 years; and material of precedent value is retained for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently at the Department of Justice. ***PAC Number:*** 88-002 ***TBS Registration:*** 002704 ***Bank Number:*** JUS PPU 010

Family Orders and Agreements Enforcement Assistance
Description: This bank contains information on individuals who are in default of family support orders or agreements. It contains identifying information, as well as applications submitted by provincial authorities for tracing such persons, for the garnishment of federal payments owed to them, and for the denial or suspension of federally issued licences including passports. It also contains records of federal payments to such individuals that were diverted in compliance with a garnishee summons. The application form includes a request for the social insurance number (SIN) of the person being traced or garnished or whose licence is to be denied or suspended. Since the form is part of the regulations, this is a use authorised by statute and regulations. The Act and regulations also provide for the search of designated federal data banks for matching and compiling data. The designated banks are from the Department of Human Resources Development [Canada Pension Plan Record of Earnings; Canada Pension Plan Retirement and Survivors' Benefits (individuals); International Social Security-Domestic and Foreign Benefits-Computer Master Benefit Data; Record of Employment (Third Copy); Benefit and Overpayment Master File; Social Insurance Number Registration (HRDC/PPU/140, 146, 175, 385, 180 and 390)]; and from the Department of National Revenue [Taxation Taxpayer Master File; Information Returns (INFODEC) Data Bank (RC/PPU-040 and 150)]. ***Class of Individuals:*** Individuals who are in default of family support orders or agreements, or who are in violation of custody or access rights. ***Purpose:*** The information in this bank is maintained to carry out the Government of Canada's responsibilities under the Family Orders and Agreements Enforcement Assistance Act. The information is used to obtain addresses for use by authorized organizations, to comply with legal garnishee summonses served on the Crown and to deny or suspend federal licenses. ***Retention and Disposal Standards:*** Information is retained at the Family Orders and Agreements Enforcement Assistance Unit Office for a period of 30 calendar years. ***Related to PR#:*** JUS PPR 030 ***TBS Registration:*** 001870 ***Bank Number:*** JUS PPU 125

Garnishment Registry
Description: This bank contains information on civil servants and contractors who are subject to garnishment of wages and other remunerations under the Garnishment, Attachment and Pension Diversion Act. It contains identifying information, financial information on the nature and amount of debts owed, the employment status of the civil servant or contractor, court orders, garnishment summonses and administrative documentation. ***Class of Individuals:*** Civil servants and contractors who are subject to garnishment of wages and other remunerations under the Garnishment, Attachment and Pension Diversion Act. ***Purpose:*** To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act.

Retention and Disposal Standards: The records are retained for 21 years. ***TBS Registration:*** 003914 ***Bank Number:*** JUS PPU 150

Grants and Contributions Fund
Description: This data bank contains information on projects submitted for financial assistance or funded under the terms and conditions of the Department of Justice Grants and Contributions Fund. The Department of Justice administers a discretionary fund designed to promote and implement selected reforms in the justice system. Funds are available to individuals, Canadian or international non-profit organizations, provincial or territorial governments, regional or municipal governments, universities, bands and tribal councils for the development of short-term, non-recurrent initiatives. The bank contains project specific information including name and address of funding applicant, project description, time frames, financial data, etc. ***Class of Individuals:*** Individuals and members of private and government organizations who have submitted requests for financial assistance. ***Purpose:*** The information is used to evaluate the merits of the proposals and to monitor the progress of funded projects. ***Retention and Disposal Standards:*** The records are retained for ten years after the project has been superseded, rejected or completed. ***TBS Registration:*** 003918 ***Bank Number:*** JUS PPU 165

Information Disclosed Pursuant to Paragraph 8(2)(m) of the Privacy Act
Description: This bank contains copies of personal information disclosed pursuant to paragraph 8(2)(m) of the Privacy Act, as well as internal memoranda and correspondence with the Privacy Commissioner. ***Class of Individuals:*** Individuals whose personal information have been disclosed because the public interest in disclosure clearly outweighed any invasion of privacy that could have resulted from the disclosure, or because the disclosure clearly benefited the individual to whom the information relates. ***Purpose:*** The bank is used to record disclosures of personal information under paragraph 8(2)(m) of the Privacy Act and to report on the number of these requests. ***Retention and Disposal Standards:*** Material is retained for two years after the last action on file. ***TBS Registration:*** 003910 ***Bank Number:*** JUS PPU 145

Information Disclosed to Investigative Bodies Pursuant to Paragraph 8(2)(e) of the Privacy Act
Description: This bank contains copies of requests for disclosure of personal information submitted under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such requests and particulars related to their processing. ***Class of Individuals:*** Individuals about whom requests for personal information have been received from federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act. ***Purpose:*** The bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to report on the number of these requests. ***Retention and Disposal Standards:*** Material is retained for two years after the last action on file. ***TBS Registration:*** 003909 ***Bank Number:*** JUS PPU 140

Information on Federally Appointed Judges
Description: This bank contains information on federally appointed judges, including lists of current federally appointed judges, of current and future vacancies, of women judges, of judicial appointments, elevations and transfers, and press releases issued to announce appointments and elevations of judges. ***Class of Individuals:*** Federally appointed judges ***Purpose:*** The information is compiled to provide statistical information for court profiles; to assess the adequacy of judicial resources and predict vacancies; to monitor the representation of women in the federal judiciary; and to provide advice to the Minister. ***Retention and Disposal Standards:*** The records are updated several times a year. ***TBS Registration:*** 003916 ***Bank Number:*** JUS PPU 160

Lawyers Appointed Agents of the Minister of Justice
Description: This bank contains information on lawyers appointed as agents of the Minister of Justice to assist client departments. The bank contains information on these lawyers. ***Class of Individuals:*** Lawyers appointed as agents for the Minister of Justice. ***Purpose:*** Records in this bank are used for internal accounting and to monitor status of cases. ***Retention and Disposal Standards:*** Records are retained for 10 years. ***PAC Number:*** 88-002 ***TBS Registration:*** 001655 ***Bank Number:*** JUS PPU 025

Prosecution and Related Criminal Matters
Description: The information contained in this bank is used to provide legal advice and representation in criminal prosecutions and other criminal matters. The bank contains information on prosecutions for infractions of federal statutes within the jurisdiction of the Attorney General of Canada, extradition, rendition and mutual legal assistance cases. It includes briefs and written pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, affidavits, memoranda, legal opinions, reports and correspondence. The information is compiled from a number of sources both Canadian and foreign. ***Class of Individuals:*** Canadians, persons present in Canada, and persons who have been the subject of prosecution, extradition, rendition, mutual assistance, or mercy of the Crown proceedings. ***Purpose:*** The material in this bank is used to enforce or administer federal statutes (such as the Controlled Drugs and Substances Act, the Customs Act, the Excise Act) and for the implementation of Canada's obligations under the Extradition Act, the Fugitive Offenders Act, and the Mutual Legal Assistance in Criminal Matters Act. ***Retention and Disposal Standards:*** Records are retained for 30 years, unless there is material of precedent value, in which case the file is kept for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently in the

Department of Justice. ***PAC Number:*** 88-002 ***TBS Registration:*** 002705 ***Bank Number:*** JUS PPU 015

Prosecution of Young Offenders
Description: This bank contains information on prosecutions under the Criminal Code only in the Yukon and Northwest Territories, and for infractions of other federal statutes throughout Canada. It includes briefs and pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. The information is compiled from a number of sources, both Canadian and foreign. ***Class of Individuals:*** Canadians and persons present in Canada who have been the subject of prosecution for an offence alleged to have been committed by a person between the ages of 12 and 18 at the time of the offence and dealt with in Youth Court. ***Purpose:*** The material in this bank is used for the purpose of enforcing federal statutes. ***Retention and Disposal Standards:*** Records are retained for varying periods depending on the circumstances. See subsection 45(1), paragraphs (a) to (f) of the Young Offenders Act, RSC 1985, Chapter Y 1 for the criteria and limits. ***TBS Registration:*** 003004 ***Bank Number:*** JUS PPU 130

Security Investigations
Description: This bank contains investigative reports and correspondence with respect to security incidents, allegations and threats against employees of the Department of Justice. ***Class of Individuals:*** Current or former employees and members of the public. ***Purpose:*** The information is compiled to carry out necessary investigations and may be shared with other federal Departmental Security Officers and/or police departments. ***Consistent Uses:*** The information is used to inform the Deputy Minister of security incidents, allegations and threats against employees. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 003915 ***Bank Number:*** JUS PPU 155

Service Contractors Inventory
Description: This bank contains information on the qualifications and experience of firms and individuals wishing to obtain contracts or already contracting with the Department. Information includes contracts, questionnaires, requisitions for service contracts, evaluations of contractors performance, geographic location of the firms, and pertains to ownership principals and associates, resources, professional competence, fields of expertise, experience and language capabilities. ***Class of Individuals:*** Firms and individuals wishing to obtain contracts or already contracting with the Department. ***Purpose:*** The information in this bank is used to assist in awarding contracts. ***Retention and Disposal Standards:*** Records are deleted from the bank six months after the firm or individual has failed to re-apply for inclusion. ***PAC Number:*** 86-001 ***TBS Registration:*** 001660 ***Bank Number:*** JUS PPU 095

Classes of Personal Information

Mailing List
This class of personal information contains the names and addresses of individuals who are on mailing lists to receive publications and other publicly available materials relating to departmental activities. The lists are used by all sectors of the Department and are updated on a continuing basis. The correspondence and request cards from individuals used for amending addresses and to add or delete individual names on mailing lists are retained until the mailing lists have been amended.

Management Effectiveness Survey (Upward Feedback)
This class of information contains employees' attitudes regarding management effectiveness with regards to work supervision, communications, training and development. The results of questionnaires serve as a catalyst to improve management practices within work units. Information from the questionnaires without respondent identifier is retrievable by location (client department) except for units having five employees or less, in which case the information is available by groups of three units without respondent identifier.

Subject Files and Routine Correspondence
Some departmental programs and activities result in the accumulation of personal information which is not contained in the personal information banks described above. This personal information is stored within subject files described as part of department's Information Holdings where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of enquiries concerning particular justice matters, as well as requests for publications and reports. The information is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

Manuals

- Access to Information and Privacy Administrative Procedures Manual
- Contracting for Services Manual
- Dispute Resolution Reference Guide
- Procedures Manual – Central Registry of Divorce Proceedings
- Procedures Manual – Family Orders and Agreements Enforcement Assistance Unit
- Security Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The headquarters of the Department is located in Ottawa where additional information about the Department may be obtained:

Communications and Executive Services Branch
4th Floor, East Memorial Building
284 Wellington Street
Ottawa, Ontario
K1A 0H8

(613) 957-4222

Regional Offices

There are five regional offices: the Atlantic Regional Office, located in Halifax; the Quebec Regional Office, located in Montreal; the Ontario Regional Office, located in Toronto; the Prairies and Northwest Territories Region, with regional offices in Winnipeg, Saskatoon, Edmonton and Yellowknife and sub-offices in Calgary, Iqaluit, Inuvik and Rankin Inlet; and the British Columbia and Yukon Regional Office, with regional offices in Vancouver and Whitehorse.

Reading Room

National Capital Region

Room 1375, East Memorial Building
239 Wellington Street, 1st Floor
Ottawa, Ontario
K1A 0H8

Environment Canada
Chapter 48

General Information

Background
The Department of the Environment was established by the Government Reorganization Act, 1970-71-72, ch. 42 on June 10, 1971. The Department, also known as Environment Canada, has as its primary duties renewable resources management and the protection of Canada's air, water and land resources. The departmental organization has three principal services: Environmental Protection which concentrates on response strategies and behavioral changes to prevent pollution of air, land and water ecosystems; Environmental Conservation which focuses on sustainable development of environmental resources; and Atmospheric Environment which focuses on integrated monitoring, atmospheric sciences, and services to Canadians.

The information holdings of the department are largely integrated and are often the product of more than one region or service. For example, Environmental Protection Service will benefit from science done in Environmental Conservation Service and Atmospheric Environment Service.

Responsibilities
The primary objective of the Department of the Environment is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians. Departmental programs are designed to promote the establishment or adoption of objectives and standards relating either to environmental quality or pollution control, to ensure the wise management and use of renewable resources and to provide Canadians with environmental information in the public interest. As well, the department ensures that new federal projects, programs and activities are assessed early in the planning process for potentially adverse effects on the environment.

Legislation
- Alice Arm Tailings Deposit Regulations
- Arctic Waters Pollution Prevention Act
- Asbestos Mines and Mills Release Regulations
- Canada Water Act
- Canada Wildlife Act
- Canadian Environment Week Act
- Canadian Environmental Protection Act
- Chlor-Alkali Mercury Release Regulations
- Chlorobiphenyls Regulations
- Chlorofluorocarbon Regulations
- Contaminated fuels Regulations
- Department of the Environment Act
- Department of the Environment Omnibus Amendment Order
- Export and Import of Hazardous Wastes Regulations
- Federal Mobile PCB Treatment and Destruction Regulations
- Federal Real Property Act
- Fisheries Act
- Game Export Act
- International River Improvements Act and Regulations
- Lac Seul Conservation Act
- Lake of the Woods Control Board Act
- Masked Name Regulations
- Meat and Poultry Products Plant Liquid Effluent Regulations
- Metal Mining Liquid Effluent Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- Migratory Birds Sanctuary Regulations
- Mirex Regulations
- National Round Table on the Environment and the Economy Act
- National Wildlife Week Act
- Navigable Waters Protection Act
- New Substances Notification Regulations
- Ocean Dumping Regulations
- Omnibus Amendment Order
- Omnibus Order 1993-1
- Ozone Depleting Substances Regulations
- Ozone-depleting Substances Products Regulations
- PCB Waste Export Regulations
- Pest Control Products Act
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Regulations
- Polybrominated Biphenyls Regulations
- Polychlorinated Terphenyls Regulations
- Potato Processing Plant Liquid Effluent Regulations
- Pulp and Paper Effluent Regulations
- Pulp and Paper Mill Defoamer and Wood Chip Regulations
- Pulp and Paper Mill Effluent Chlorinated Dioxins and Furans Regulations

- Resources and Technical Surveys Act
- Secondary Lead Smelter Release Regulations
- Storage of PCB Material Regulations
- Toxic Substances Export Notification Regulations
- Transportation of Dangerous Goods Act
- Vinyl Chloride Release Regulations
- Weather Modification Information Act and Regulations
- Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act
- Wildlife Areas Regulations

Organization

Atmospheric Environment Service

The Atmospheric Environment Service (AES) delivers, with the regions, the Atmospheric Environment Program (AEP). The AEP's main activities include services related to monitoring and forecasting air quality, weather, climate and ice conditions, and to monitoring of water quantity and quality. The AEP also carries out research in the atmospheric sciences to improve our understanding of the atmosphere and to help Canadians understand how they affect the environment.

While the regions are responsible for observation and most service production and delivery, the AES is responsible for the AEP's overall direction and standards, for some specialized services like ice services, for support services – for example, super-computing, forecast guidance, and climatological and hydrological data archiving – and for most atmospheric research. The AES is also responsible for international affairs, including relations with the World Meteorological Organization, program plans and performance measurement. It contributes, through its science and activities such as science assessment, to the development of the department's policies dealing with the atmospheric environment.

The Atmospheric Environment Service consists of four directorates that strive toward providing Canadians – as citizens, clients or decision makers – with enough information to enable them to make wise decisions about their health, their safety and the environment.

♦ Canadian Meteorological Centre (CMC)

The Centre is responsible for the national telecommunications and data management systems and for the national meteorological and environmental predictions. CMC also co-ordinates national and international support to environmental emergencies. The Centre gathers, archives, analyses and disseminates data related to climate, stratospheric ozone, ultraviolet radiation, air quality and water quantity and quality. The Canadian Meteorological Centre plays a primary role in technology transfer to regions. Some of the clients for this specialized information include Transport Canada, National Defense, other government departments and agencies, several airlines, the media and many private companies.

♦ Climate and Atmospheric Research Directorate (CARD)

As AES' main scientific research component, CARD's overall objective is to advance scientific knowledge and understanding of the atmosphere as an integral and integrating component of Canadian and global ecosystems in support of policy and services. Scientific research is carried out at a number of locations in Canada in order to: support weather and ice services; study the earth's climate system; improve understanding of the transport, dispersion, chemical transformations and deposition of pollutants in the atmosphere; and develop awareness of and possible adaptive responses to the relationship of weather, climate and air quality to social and economic activities.

Science Subvention Program – The AES Science Subvention Program provides research grants to eligible staff at Canadian universities. Within the domain of the atmospheric and related sciences, the Program's objectives are to ensure the existence of (a) an adequate supply of university graduates trained in areas of strategic importance, (b) a broad knowledge base to support the climate and atmospheric environment science and technology needs, and (c) academic centres of excellence for priority areas. Decision criteria for approval of submissions include scientific excellence and relevance to the Atmospheric Environment Program objectives.

♦ National Weather Services Directorate (NWSD)

The National Weather Services Directorate (NWSD) is responsible for the coordination, national implementation, and ongoing development and support of monitoring and service delivery components of the Atmospheric Environment Program. The NWSD is involved in data acquisition, communications, forecast production and delivery for national clients, and provision of weather, climate, water, ice and commercial services. The NWSD assesses and ensures the coherence, integrity and on-going viability of the national programs by analyzing and planning systems and networks, and by developing standards, guidelines and procedures. Clients of NWSD services include departmental, interdepartmental and international agencies such as NAV CANADA, the Department of National Defense, Canadian Coast Guard and the North American International Ice Patrol. The NWSD guides capital investment essential to the delivery of programs of the AEP, and is developing systems for performance measurement and reporting and an environmental decision support system essential to environmental prediction.

♦ Policy, Program and International Affairs Directorate (PPID)

The Policy, Program and International Affairs Directorate (PPID) provides a wide range of services supporting the

Atmospheric Environment Service (AES) and the Atmospheric Environment Program (AEP) of Environment Canada in areas of corporate accountability, services to management, policy development and advice, international affairs, science assessment, science-policy integration, and business planning and development.

Corporate Secretariat

Briefing, Cabinet & Parliamentary Affairs.

Corporate Services

Administration, Corporate Management & Review, Finance and Systems & Informatics.

♦ Administration

Information Management (Access to Information and Privacy, Information Holdings, Library, and Records and Mail); Materiel and Contracting; Accommodation and Security; Greening Operations; and Planning and Coordination.

♦ Corporate Management and Review

Operational Planning and Program Integration, Corporate Accounting and Review, Audit and Evaluation.

♦ Finance

Financial Planning and Resource Analysis; Financial Policy, Systems and Accounting; Service Financial Advisors.

♦ Systems and Informatics

IT Business Strategies, Business Systems Support and IT Operations.

Environmental Conservation Service

The goal of the Environmental Conservation Service (ECS) is to ensure that future generations of Canadians inherit a natural environment as rich as the one we enjoy today. Working with many partners – individual Canadians, other federal departments, environmental and community groups, Aboriginal peoples, industry, other levels of government, and international organizations. ECS focusses on three main things: wildlife conservation; science for decision-making; and ecosystem conservation. ECS consists of three directorates: Canadian Wildlife Service, Ecosystems and Environmental Resources Directorate and Ecosystems Science Directorate.

♦ Canadian Wildlife Service

The Canadian Wildlife Service manages domestic and international wildlife and biodiversity matters that are the responsibility of the federal government, such as management of migratory birds, endangered species, and conserving nationally significant habitat.

♦ Ecosystems and Environmental Resources Directorate

The Ecosystems and Environmental Resources Directorate provides strategic planning, information tools to support ecosystem and nature conservation, and provides leadership on nature conservation priorities including the Arctic and freshwater.

♦ Ecosystems Science Directorate

The Ecosystem Science Directorate promotes environmentally responsible decision-making by providing knowledge of ecosystem functions and processes, evaluating ecosystem health, developing guidelines, standards and indicators of environmental quality and communicating this information to Canadians. ESD also provides secretariat services to the departmental Science and Technology Management Committees.

Environmental Protection Service

The focus of the EPS mandate is on the assessment and management of risk associated with national and international environmental matters. The range of activity includes issue identification and management, strategy and policy development, development and implementation of environmental protection options through research and technology advancement, and ensuring compliance. These activities lead to improvements in environmental quality and help support a healthy and prosperous Canadian environmental industry.

A large part of the EPS mandate involves carrying out environmental protection obligations under the Canadian Environmental Protection Act and the Fisheries Act. EPS activity includes assuring compliance with a broad range of regulations and complementary instruments (an environmental management "toolbox") dealing with industrial discharges, product and use bans for toxics, toxic substances management, permitting for ocean discharges and for international transport of hazardous materials, etc.

EPS consists of four directorates: Air Pollution Prevention Directorate, Environmental Technology Advancement Directorate, National Programs Directorate and Toxics Pollution Prevention Directorate.

♦ Air Pollution Prevention Directorate

The Air Pollution Prevention Directorate manages and coordinates pollution prevention activities for global air issues (climate change and ozone depletion), transboundary air issues (smog, acid rain, particulates, and hazardous air pollutants), pollution data (NPRI, greenhouse gases and conventional pollutants), transportation systems and related industries, and oil, gas and energy industries.

♦ Environmental Technology Advancement Directorate

The Environmental Technology Advancement Directorate promotes the environmental industry in Canada, fosters technology transfer at home and abroad, provides technical support, sampling and analytical expertise for development and enforcement of regulations and standards.

♦ National Programs Directorate

The National Programs Directorate manages environmental assessment, promotes compliance and strengthens enforcement, and coordinates the national program on emergency operations, prevention and preparedness.

♦ Toxics Pollution Prevention Directorate

The Toxics Pollution Prevention Directorate determines the issues and risks associated with toxics, takes action on persistent bioaccumulative toxics, and takes action on other toxics and substances of concern.

Human Resources Directorate

♦ Classification and Staff Relations

Classification; Policies, Procedures and Guidelines.

♦ Human Resources Management and Development

Human Resource Planning, Staffing and Work Force Adjustment, Continuous Learning, Official Languages.

♦ Personnel Services (NCR)

Service to all NCR Clients, Management of the Executive Group.

National Round Table on the Environment and the Economy

The National Roundtable was created in 1988 in response to the report of the World Commission on Environment and Development (Bruntland Commission) and the recommendations of the National Task Force on the Environment and the Economy. In 1984, the Prime Minister proclaimed the National Round Table on the Environment and the Economy Act, which established the organization as a departmental corporation, reporting directly to the Prime Minister and mandated by the Parliament of Canada. In addition to its advisory role to the Prime Minister on issues relating to environment and the economy, the National Round Table plays a special catalytic role in Canada and abroad by attempting to reach a consensus among competing economic and environmental interests concerning sustainable development. The National Round Table recently convened the National Forum on Climate Change, a citizens panel of 25 Order of Canada recipients. The Forum articulated a declaration that will assist Canadians by providing an objective and unbiased statement of the climate change challenge. The declaration can be found on the National Round Table's website at http://www.nrtee-trnee.ca.

Policy & Communications

Policy and Communications helps define, promote and support Ministerial and departmental priorities, policy directions and helps ensure that the department presents these priorities in a consistent, coherent and coordinated manner within the federal government as well as nationally and internationally. It does this through a combination of communications and consultations, by coordinating and guiding environmental policy within the department and across government, and by representing departmental interests at national and international levels. Policy and Communications also coordinates specific programs which support and encourage environmentally friendly actions, and which promote the department's and the private sector's environmental expertise in the global market. Policy and Communications consists of four directorates: Communications and Outreach Programs and Services Directorate, Economic and Regulatory Affairs Directorate, International Relations Directorate and Strategic Directions and Policy Coordination Directorate.

♦ Communications and Outreach Programs and Services Directorate

The Communications and Outreach Programs and Services Directorate focuses on providing strategic communications advice and support to the Minister and senior management. It develops a wide range of communications materials for internal and external users including the media. In addition, it is responsible for coordinating and marketing Action 21 – a program to support action towards sustainability by communities and individuals – and leading departmental initiatives to engage youth.

♦ Economic and Regulatory Affairs Directorate (ERA)

The Economic and Regulatory Affairs Directorate provides policy, economic analysis and regulatory advice and support for environmental issues, strategic policy development and implementation. ERA fosters policy innovation in the area of economy-environment integration (trade, budget, economic instruments); contributes to policy priorities (e.g., climate change, international agenda); promotes sound regulatory development (regulatory impact assessments, regulatory reform); develops and applies economic analytical tools in support of policy development (e.g., cost and benefit models, valuation).

♦ International Relations Directorate

The International Relations Directorate provides strategic and policy advice and support for international environmental issues including climate change and works to ensure coherence and consistency in departmental and federal positions.

♦ Strategic Directions and Policy Coordination Directorate

The Strategic Directions and Policy Coordination Directorate assists the Minister and the department in defining policy objectives and priorities and identifies opportunities to advance these interests within the federal government. It plays a strong role in federal, provincial and Aboriginal relations and in consultations with key stakeholders and organizations. It works to ensure coherence and consistency in departmental and federal policy, particularly in areas related to sustainable development.

Information Holdings

Program Records

Atmospheric Environment Service

AES Headquarters – Projects Research
Description: Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. ***Topics:*** Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research. ***Program Record Number:*** ENV AES 400

AES HQ – Projects
Description: Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies investigations. ***Program Record Number:*** ENV AES 370

Canadian National Climate Archive
Description: The National Climatological Archive (NCA) contains data sufficient to define the general climate of Canada. Data are retained in three forms – paper, microform and digital. This archive contains the majority of the long-term atmospheric data collected in Canada. The Digital portion of the archive contains data from about 6000 stations from all provinces and territories of Canada. About half are currently active stations. Data covers the period from 1840 to present. ***Topics:*** Climatological data; data elements include temperature and precipitation, plus a number of other meteorological parameters such as winds, humidity, solar radiation, snow depth and soil temperature. Elements include monthly means daily climate parameters, and hourly elements. The archive also contains upper air information, ozone measurements, and air quality data. ***Access:*** On-line interactive access to National Climate database; also computer print-outs, copies of original paper documents, microfiche, digital diskette and CD-ROM through DOE regional climate services offices and DOE AES Headquarters – Climate Information Branch. ***Storage Medium:*** Computer database, microfiche, paper documents. ***Program Record Number:*** ENV AES 550

Communications – Computing Services
Description: Information on communications and communications-programming. ***Program Record Number:*** ENV AES 470

Communications – Facsimile
Description: Information on Satellite Data Laboratory Operations. ***Program Record Number:*** ENV AES 330

Contracts – Satellites
Description: Information on contracts for satellite systems; also contracts for satellite research and development – TOVS, RAINSAT, ICE STATUS. ***Access:*** Files are arranged by subject and company. ***Program Record Number:*** ENV AES 335

Data Acquisition
Description: Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network. ***Topics:*** Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies. ***Program Record Number:*** ENV AES 440

Hemispheric Observations
Description: Observed data, hemispheric surface synoptic reports. ***Storage Medium:*** Coded forms. ***Program Record Number:*** ENV AES 450

Ice
Description: Information on regional ice models. ***Program Record Number:*** ENV AES 410

Ice Observing Programs – Reconnaissance
Description: Information on verification of satellite data. ***Program Record Number:*** ENV AES 340

Instruments
Description: Information on Aeromet Facility Instrumentation. ***Program Record Number:*** ENV AES 345

Marine Meteorology
Description: Information on TOVS. ***Program Record Number:*** ENV AES 355

Meso-meteorology
Description: Information on the Meso-met Network. ***Topics:*** Operation; data. ***Program Record Number:*** ENV AES 360

Meteorological Research
Description: Major areas of activity include numerical modelling of the atmosphere for the purpose of developing new weather forecast techniques and improving existing ones (from short to extended range); data assimilation and satellite meteorology with a focus on the development of techniques for both quantitative application of operational satellite data to weather forecasting and making use of new satellite data; and atmospheric processes research studies of the interactions of airborne pollutants with clouds and precipitation, and the utilization of Doppler radar to recognize severe weather and its precursors. ***Program Record Number:*** ENV AES 460

Meteorology Aviation
Description: Information on the Rockcliffe STOL Project. ***Program Record Number:*** ENV AES 350

Meteorology Training
Description: Information on professional training, development, technical training in meteorology. ***Program Record Number:*** ENV AES 475

Oil and Gas Exploration and Development
Description: Information on oil spill trajectories, freezing spray, ice and sea state models. ***Program Record Number:*** ENV AES 415

Radar
Description: Information on the MOT Radar and Satellite System. ***Program Record Number:*** ENV AES 375

Research – Air Quality
Description: Information on air quality, pollutant transport, dispersion, chemical transformations, and deposition, monitoring and the development of measurement techniques, modelling, and field and laboratory experimental studies. ***Topics:*** Acid rain, toxic chemicals, photochemical smog, stratospheric ozone, and greenhouse gases. ***Program Record Number:*** ENV AES 315

Research – Climate
Description: Information on climate, circulation modelling (numerical modelling of the general circulation of the atmosphere, ocean, land surface, and cryosphere) with special interest on modelling ocean circulation, the middle atmosphere, and regional-scale systems; climate processes research conducted into the study of the energy and water cycle, surface processes, precipitation-runoff relationships, and climate-cryosphere interactions; and climate variability and change, and extreme and anomalous events. ***Program Record Number:*** ENV AES 455

Research – Environmental Adaptation
Description: Information on research to improve understanding of socio-economic and ecosystem impacts of atmospheric change and to generate knowledge that will help to improve decision-making and facilitate adaptive response; integrated climate impact assessment at regional (Mackenzie Basin, Great Lakes) and national (Canada Country Study) scales is an important focus. ***Program Record Number:*** ENV AES 325

Research Management and Policy
Description: Information on meteorological, environmental adaptation and other related environmental and technological research and development; research and related support activities of a general management nature – decisions and large-scale agreements; special problems of the Arctic; training for research and grants for research outside the federal government which support the objectives and policies for climate and atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories; contracting-out of federal research and development; relationship with the Canadian Space Program. ***Topics:*** Agreements; treaties; studies; committees; plans and programs; fellowships; training and development; grants; unsolicited proposals; contracting; technology transfer. ***Program Record Number:*** ENV AES 310

Satellites
Description: Information on satellite programs. ***Topics:*** Cost recovery; staffing the SKL; ICS Submission; AES Satellite Programs; SDL Operations; NOSS; SURSAT. ***Program Record Number:*** ENV AES 380

Telecommunications
Description: Operational, alpha-numeric and facsimile information distributed by dedicated or dial-up communication lines. ***Topics:*** Facsimile contracts; installations; procedures; traffic; teletype contracts – installations, procedures, traffic; computer aspects. ***Program Record Number:*** ENV AES 425

Water Quality Management Data
Description: Information and interpretive reports on the quality of surface and ground waters based on analysis of samples; information on field surveys and analytical methods, and on quality control; water quality guidelines for protection of uses, and water quality objectives for specific surface waters. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor research related to water quality management. ***Topics:*** Water pollution, water quality surveys, analytical methods, quality of surface waters, rain water and snow water quality, water quality guidelines, water quality monitoring programs. ***Access:*** Files are arranged by subject, geographic location and title in the national and regional ENVIRODAT databases. ***Storage Medium:*** On-line in the national and regional ENVIRODAT database. ***Program Record Number:*** ENV AES 185

Weather Forecast
Description: Digital information about global observational data sets (1992-present), digital gridpoint

information about global analyses (1983-present) and forecasts (selected fields for last 5 years), and about regional analyses and forecasts (selected fields for last 5 years), of heights, temperature and moisture on mandatory pressure levels (currently 16 levels from 1000-10 hPa) as well as several surface based fields. The information is kept online in real time and then a subset is stored on digital tape. There are digital archives of weather maps and bulletins issued as well as historical records of verification statistics. There are microfilms of weather maps (1957-March, 1994) of hemispheric analyses of the surface, 850, 700, and 500 hPa levels. ***Storage Medium:*** Microfilm, digital tapes. ***Program Record Number:*** ENV AES 445

Weather Service
Description: Information on RAINSAT. ***Program Record Number:*** ENV AES 385

Weather Service – Air Transportation
Description: Information on MOT Radar and Satellite System. ***Program Record Number:*** ENV AES 390

♦ Canadian Meteorological Centre (CMC)

Water Quantity Management Data
Description: Information on data collection, hydrometric and water levels, and sediment, as well as the management and operation of data systems and interpretive reports. These data include data collection under specific international or federal-provincial water management or planning studies and data collection carried out as an integral part of other studies. ***Topics:*** Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, hydrologic interpretive and analytical reports, sediment links to water quality, sediment surveys, remote sensing, watershed research, tidal gauge records, tidal surveys. ***Access:*** Files are arranged by subject, geographic location, river and site location with interactive online access to the national databases HYDAT AND HYDEX. ***Storage Medium:*** Computer print-outs, microfiche, CD-ROM, online database. ***Program Record Number:*** ENV AES 200

Weather Services
Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. ***Topics:*** General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets. ***Program Record Number:*** ENV AES 435

♦ National Weather Services Directorate (NWSD)

Data Acquisition Networks
Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards. ***Program Record Number:*** ENV AES 480

Forecast Procedures
Description: Information on meteorological models, procedures and techniques in support of forecast production. ***Topics:*** Maps, charts and forms; satellite operations; plans and programs. ***Program Record Number:*** ENV AES 430

Ice Information, Consultation and Advice
Description: Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance). ***Program Record Number:*** ENV AES 465

Instruments and Instrument Systems
Description: Information on instruments; general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind. ***Program Record Number:*** ENV AES 485

♦ Canadian Wildlife Service

Aboriginal People
Description: Information and correspondence on native harvest surveys comprehensive land claims and self-government issues. ***Topics:*** Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indians, Inuit, Naskapi, Western Arctic Inuit – COPE, Nunavut, Gwich'in and Sahtu Dene/Metis, Labrador Inuit, Innu Nation of Labrador, Makivik Offshore, Nisga'a Treaty (B.C.). ***Access:*** Files are arranged by name of individual. ***Program Record Number:*** ENV ECS 115

Biodiversity
Description: Information on biodiversity conservation and the sustainable use of biological resources. ***Topics:*** Wide range of biodiversity related issues including Agenda 21, agriculture, biotechnology, business and economy, ecosystems, education, extinction, fisheries, forestry, wildlife and endangered species, genetic resources, parks and protected areas, population and consumption, and sustainable development. Also, includes national and international biodiversity strategies. ***Access:*** Files are arranged by subject and listed by author or subject. Available at the Biodiversity Convention Office (BCO). ***Program Record Number:*** ENV ECS 125

Canada-United States and Interjurisdictional Waters
Description: Information on activities carried out under specific Canada-United States agreements or arrangements such as investigative, control, or surveillance board activities for the International Joint Commission (IJC) or in other bilateral Canada-United States situations; studies and implementation programs under formal federal-provincial arrangements; and Canada-United States activities on shared river basins. Data collection and research carried out as a part of any of these formal arrangements are included as well as specific federal-provincial agreements required to carry

out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements (Prairie Provinces Water Board). Information is also available on water use for selected years and geographic areas. ***Topics:*** Great Lakes connecting channels, Great Lakes programs and studies, International and Interprovincial Waters, Prairie Waters, Lake of the Woods, Ottawa River Regulation. ***Access:*** Files are arranged by subject and project title; many reports are referenced in AQUAREF. ***Program Record Number:*** ENV ECS 175

Canadian Biodiversity Strategy

Description: Supporting documentation for Canadian Biodiversity Strategy and the Convention on Biological Diversity. ***Topics:*** Reports on ten expert focus groups convened to provide input into the CBS; a compilation of recommendations relevant to biodiversity already being undertaken by governments; an inventory of current government policies, programs and legislation relevant to biodiversity; and preparatory documentation for the drafting of the convention on Biological Diversity. ***Access:*** Available at the Biodiversity Convention Office. ***Storage Medium:*** Inventory information is available on computer database. ***Program Record Number:*** ENV ECS 130

Ecological Applications Research

Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land, dissemination of scientific knowledge, methods and techniques used for surveying and classifying land, including wetlands, by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land and land/water process linkages of concern in environmental management; assessment of potential climate change of the vegetative and land base of Canada and consequent implications for resource management. ***Topics:*** General correspondence; public awareness; inter-regional projects; wetlands and acid rain sensitivity; climate change; Canada Committee on Ecological Areas. ***Program Record Number:*** ENV ECS 160

Federal Policy on Wetland Conservation

Description: Information on the roles and responsibilities of federal agencies, commitments of federal government and strategies to promote wetland conservation nationally and internationally; the development and assessment of federal projects affecting wetlands; analysis and advice to provincial and territorial jurisdictions with regard to wetland policy development; implementation of national and international wetland programs with partner agencies; interaction with North American Waterfowl Management Plan; provision of advice to the public, Parliament and Minister on the Policy and other initiatives affecting wetland conservation; development of selection criteria for Ramsar sites; publications and public and scientific events on wetland and habitat conservation. ***Topics:*** Biodiversity conservation, Ministerial enquiries; Ramsar Convention on Wetlands of International Importance; policy advice to federal agencies. ***Program Record Number:*** ENV ECS 500

Habitat Conservation

Description: Information on habitat strategies, plans and data banks; research on habitat impacts from exotic species and land use changes; resource strategies and methodologies to monitor habitat changes/impacts; provision of land management services and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. National co-ordination of Ramsar Convention and delivery of Federal Policy on Wetland Conservation. ***Topics:*** Habitat planning and management; resource management data; federal land data; public awareness; policy research and coordination; Canada Committee on Ecological Areas. ***Program Record Number:*** ENV ECS 165

Migratory Bird Surveys

Description: Information on the biometry of migratory birds. ***Topics:*** Migratory game birds hunting permits; waterfowl harvest; breeding bird surveys; data processing. ***Program Record Number:*** ENV ECS 105

National Wildlife Areas and Migratory Bird Sanctuaries

Description: Public information and correspondence at all levels, concerning policies and regulations that govern land use activities on these designated nationally significant wildlife habitat areas. Activities also include development of selection criteria for both terrestrial and marine areas, consultation and development of management plans, progress reporting and scientific research and data collection. ***Topics:*** Agreements; policy; regulations; rentals; leases. ***Program Record Number:*** ENV ECS 135

North American Waterfowl Management Plan (NAWMP)

Description: Information on the development, coordination and planning of the North American Waterfowl Management Plan (NAWMP). ***Topics:*** Joint ventures; implementation agreements (multilateral, internal); NAWMP committees; long-term and annual work plans; funding arrangements; communications and general correspondence. ***Program Record Number:*** ENV ECS 170

Ornithology

Description: Information on all aspects of migratory birds and their conservation. ***Topics:*** Migratory Birds Convention Act and Regulations; waterfowl hunting; North American Waterfowl Management Plan; bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; damage to crops by birds; Canadian Landbird Conservation Strategy; songbirds, seabirds, shorebirds; permits; research on species; use of birds; waterfowl kill statistics; waterfowl

populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. Correspondence with provinces, United States Fish and Wildlife Service; Mexico; and states on migratory birds and their conservation. ***Access:*** Files are arranged by name and geographic locations. ***Program Record Number:*** ENV ECS 120

Technology Development – Wastewater
Description: Information on development and demonstration of waste water pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. ***Topics:*** Program planning and evaluation; technology assistance program; waste water technology. ***Access:*** Files are arranged by company. ***Program Record Number:*** ENV ECS 265

Transboundary Wildlife
Description: Public information and correspondence on the proposal to explore for and develop potential oil and gas reserves in the sensitive coastal plain of the Arctic National Wildlife Refuge in northeast Alaska. ***Program Record Number:*** ENV ECS 575

Wildlife Management
Description: Information on the federal participation and responsibilities in the management of wildlife. ***Topics:*** Endangered species conservation; endangered species legislative development; Committee on the Status of Wildlife in Canada; Recovery of Nationally Endangered Wildlife; Endangered Species Recovery Funds; transboundary wildlife; Porcupine Caribou Management Agreement; Convention on the International Trade in Endangered Species (CITES); Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (WAPPRIITA); Canada Wildlife Act; Conservation of Arctic Flora and Fauna; Humane Trapping; Federal-Provincial Agreements; Correspondence on wildlife conservation issues. ***Program Record Number:*** ENV ECS 150

Wildlife Toxicology
Description: Information and advice on the impacts of pesticides and pest control practices, environmental contaminants and other toxic substances on birds, other vertebrates wildlife (but not fish) and their habitats and foods (biodiversity). ***Topics:*** Predicting and evaluating wildlife effects of toxic substances for support of environmental conservation and protection policy and regulation development. Research to establish cause-effect relationships for toxic substances and wildlife, to identify toxic substances in the environment and their sources, to develop and apply assessment methodology including modelling and tests methods, and to select indicators of environmental quality and health of wildlife. Wildlife disease issues and federal contact point with the Canadian Cooperative Wildlife Health Centre. Biomonitoring of contaminant trends and effects in wildlife in Arctic, Great Lakes-St. Lawrence, Marine and other Canadian ecosystems. Laboratory services for measurement of selected contaminant residues, biomarkers and bioassays and quality assurance management. National Specimen Bank of more than 30,000 frozen specimens (mainly birds) dating from around 1970 and specimen preservation technology. National database of toxic chemicals residues in wildlife (primarily birds). Contaminants in waterfowl and wildfoods for human consumption. ***Access:*** By subject. ***Program Record Number:*** ENV ECS 145

♦ Ecosystems and Environmental Resources Directorate

Ecosystem Initiatives
Description: Ecosystem Initiatives are partnership programs that have been put in place over the past ten years to address environmental, economic and social challenges in targeted geographic areas across Canada. They focus on issues involving air and water quality, resource use, human health and nature in an integrated manner responding to the unique problems of particular ecosystems and the unique needs of communities. ***Program Record Number:*** ENV ECS 210

Flood Damage Reduction
Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting; policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, and guidelines or methodology development and information programs directly in support of the program. ***Topics:*** Floods, flood damage reduction, floodplain mapping, designations. ***Access:*** Files are arranged by subject, geographic location, annual reports and project title; a FDRP website is nearing completion. ***Program Record Number:*** ENV ECS 180

Sustainable Development
Description: Implementation of departmental sustainable development strategy; development of sectoral resource management policies (e.g., wetlands); analysis of links between environment, resources, and economic development; development of means to build environmental criteria into economic development policies and programs; analysis of success stories of sustainable development as models for further development. Responsibilities include provision of scientific and technical advice to other departments, governments and organizations, domestically and internationally, with respect to sustainable development. ***Topics:*** Sustainable development; wetlands policy; environment/economy integration; success stories of sustainable development; Canada's reports to the United Nations Commission on Sustainable Development. ***Program Record Number:*** ENV ECS 155

Water Management Research

Description: Information on water resource research, including the study of the impact of pollutants and nutrients on the environment, sediment composition, water quality and quantity modelling, groundwater quality and sub-surface disposal of wastes, pathways, fate and effects of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, biological and chemical techniques for water quality analysis, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management and coordination and research contracts. ***Topics:*** Groundwater; groundwater quality; ice river breakup; new analytical techniques; improved methodologies for aquatic studies; predictive technique on models for toxic substances; pathways and fate of pollutants; hydraulic variables; droughts; floods; climatic changes; restoration of lakes and polluted waters. ***Access:*** Files are arranged by subject and location. Most information is readily available. ***Storage Medium:*** Microfiche, magnetic tapes, computer printouts, punchcards. ***Program Record Number:*** ENV ECS 205

Water Pollution Programs

Description: Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; Arctic water programs coordination; program evaluation; interservice and interagency program coordination; program planning and development. ***Topics:*** Program coordination and evaluation; coastal zone; data management and analysis. ***Program Record Number:*** ENV ECS 270

♦ Ecosystems Science Directorate

Atmospheric Transported Contaminants

Description: Research to investigate ecosystem-scale aquatic effects resulting from regional stressors such as the long-range transport of acidifying and persistent organic pollutants; information assessing aquatic ecosystem contaminants and their distribution, determining and modeling the factors controlling ecosystem responses (including pollutant fate and cycling), detecting and predicting trends, evaluating (with others) the environmental health of aquatic ecosystems, and providing technical advice to environmental managers. ***Topics:*** Great Lakes, Acid Rain Hazardous Air Pollutants and Arctic programs of Environment Canada and Northern Contaminants Program of Department of Indian Affairs and Northern Development (DIAND). ***Program Record Number:*** ENV ECS 680

Ecosystem Health Objectives and Indicators

Description: Information on integration of social, environmental and economic factors in developing objectives and indicators to enhance, protect and sustain the health of Canadian ecosystems. ***Topics:*** Ecosystem approach; a framework for developing ecosystem health goals, objectives and indicators: tools for Ecosystem-Based Management. ***Program Record Number:*** ENV ECS 495

Effects of Toxic Substances

Description: Information on techniques to screen and assess priority substances and effluents for their potential to cause effects on aquatic biota, chemicals responsible for physiological and reproductive impacts, information to measure and predict exposure to a wide variety of contaminants in support of various national and regional ecosystem programs, e.g., CEPA, TSMP, EEM and Great Lakes 2000; assessments of priority substances and their impacts on the survival, growth and reproduction of biota. Future emphasis will shift toward the development of techniques to screen chemicals, effluents and environmental samples for physiological and reproductive impairment in aquatic biota, including fish and higher organisms. The development of methods to isolate and identify chemicals responsible for biological impacts in the environment will lead to the remediation of contaminated products, effluents and sites. More accurate prediction of exposure and effects of contaminants will greatly enhance our ability to assess their environmental hazard. ***Program Record Number:*** ENV ECS 675

Environmental Effects Monitoring

Description: Information on potential adverse effects in aquatic environments from point source discharges. The information/scientific data generated is used to assess the adequacy of regulations and other pollution control approaches (e.g. for the Canadian pulp and paper industry), to aid in the development and assessment of environmental protection policies (e.g. for metal mining industry) and to provide benchmarks for Canadian industry in demonstrating their environmental stewardship. ***Topics:*** Environmental effects of industrial discharges (pulp and paper, mining, etc.); National EEM Database; Science-based decision-making; Expert working groups; Technical guidance document development; National coordination. ***Program Record Number:*** ENV ECS 640

Environmental Quality Guidelines

Description: Information on national science-based guidelines/standards for soil quality, water quality, sediment quality and tissue quality to protect and sustain terrestrial and aquatic ecosystems and their beneficial uses; scientific assessments of toxic substances; national protocols. ***Topics:*** Environmental effects of toxic substances; National environmental quality guidelines and protocol publications including Canadian Water Quality Guidelines for the protection of raw drinking water quality, recreational water quality, aquatic life, livestock water, and irrigation water; Sediment Quality Guidelines for the protection of aquatic life and wildlife; Tissue Quality Guidelines for the protection of aquatic life and wildlife; and soil quality guidelines for agricultural, residential/parkland, commercial and industrial land uses; guidance for setting site-specific environmental quality

objectives; ecological risk assessment guidance. ***Program Record Number:*** ENV ECS 490

Groundwater Assessment and Remediation
Description: Research to assess and to develop techniques to remediate contaminated groundwater resources in Canada; information on the process of contaminant transport and transformation in a variety of groundwater environments; information on new techniques for isolating or remediating existing groundwater contamination; research on the role played by groundwater in regional water budgets and wetlands to support regional activities within Environment Canada such as the Great Lakes 2000 program, the Atlantic Coastal Action Program and the Canadian Environmental Protection Act (CEPA); research in the areas of groundwater/wetlands interactions and the contaminant hydrogeology of fractured media. New research will emphasize remediation of both nonaqueous and aqueous phase contamination in complex groundwater environments and the characterization of groundwater resources in relation to climate change. Emphasis will be placed on the development of user-friendly software packages for hydrogeological applications. ***Program Record Number:*** ENV ECS 685

Hydrological and Ecological Impacts of Atmospheric Change on Aquatic Ecosystems
Description: Research to develop a predictive understanding of how climate change influences the hydrologic and chemical cycles at regional and local scales, and, subsequently, how it affects the structure and function of aquatic ecosystems, particularly in northern environments; and to develop improved indicators, models and integrated assessment techniques for more accurate prediction of climate change impacts on the hydrology and ecology of aquatic ecosystems. ***Program Record Number:*** ENV ECS 660

Impact of Increased UV-B Radiation on Aquatic Ecosystems
Description: Information to assess and predict the impacts of atmospheric ozone depletion (enhanced ground level ultraviolet radiation fluxes) on aquatic ecosystems; the impacts of UV-B on algal photosynthesis, bacterial growth, dissolved organic matter and forest stream ecosystems. Particular emphasis is directed at wetlands and prairie lakes. Research into UV-B effects on the impact on wetlands; information on the national Atmospheric Change – Ozone Depletion/UV-B initiative; research to determine the relationships among the biogeochemical changes occurring within aquatic ecosystems, particularly wetlands; UV-B-related research with other government and university scientists. Increased focus will be directed towards wetlands, carbon cycle dynamics, and the quantification of direct-dose response of aquatic organisms to manipulated radiation fields. ***Program Record Number:*** ENV ECS 665

Indicators, Monitoring and Assessment
Description: Information on environmental indicators and for indicators of sustainable development, on standardizing the indicator data management procedures, and on streamlining and institutionalizing the indicator reporting process; coordinates the Ecological Monitoring and Assessment Network (EMAN) and provides protocols for ecological monitoring; maintains the national ecological framework and promote enhancements and applications; provides and maintains the electronic SOE infobase infrastructure; and provides guidance and expert advice on the SOE content of assessments. ***Storage Medium:*** Reports, maps, diskettes, electronic data base, Internet. ***Program Record Number:*** ENV ECS 700

Lake Assessment and Remediation
Description: Research to assess and remediate highly degraded aquatic ecosystems including large lakes, such as the Great Lakes, to smaller water bodies, including riverine lakes and reservoirs, to wetlands. The main focus is on the Areas of Concern (AOCs) in the Great Lakes and the development and implementation of Remedial Action Plans (RAPs) and on the development of Lakewide Management Plans (LAMPs) for the most degraded Great Lakes (Erie and Ontario), under the Great Lakes Action Plan. Research to provide knowledge and advice to the Great Lakes 2000 program on Lakewide Management Plans, and Remedial Action Plans. Increasing effort will be directed to efforts such as the PSL-2 (CEPA) national study on nutrients in the environment. ***Program Record Number:*** ENV ECS 690

Land Use Impacts: Forestry, Agriculture, Mining, Energy and Waste Management
Description: Research on land-use stressors such as forestry, agriculture, mining, energy development, waste management and urbanization, addressing the complex interactions between hydrological processes and ecological responses. Information to identify the impacts of such stresses on the health and sustainability of Canada's ecosystems and to foster sustainable development of Canadian resources through development of science-based best practices. The work supports Environment Canada mandates: e.g., the Canadian Environmental Protection Act (CEPA), Priority Substance List (PSL) regulations, and the Biodiversity Convention. ***Program Record Number:*** ENV ECS 655

Science Policy
Description: Information on Environment Canada's contribution to federal science policy; science policy expertise and support. ***Topics:*** ADM Committee for the Management of S&T, ADM Committee on Northern S&T, ADM Committee on the Four Natural Resource Departments MOU on S&T for Sustainable Development, and the ADM Steering Committee on the Management of Federal S&T Human Resources. The other chief focus of the Division=s work is Environment Canada's S&T Management System, S&T Executive Committee, the S&T Management Committee, and the Deputy Minister's R&D

Advisory Board, the Science Forum, the panel on Energy Research and Development. ***Program Record Number:*** ENV ECS 645

Sediment Assessment and Remediation

Description: Research to assess sediment quality and toxicity, leading to remediation of contaminated sediments. Multidisciplinary studies are carried out on the effects of sediment associated nutrients, organic chemicals and metals in aquatic ecosystems. New techniques are developed and tested to treat in-situ contaminated sediments, involving bench and pilot scale operations. Knowledge generated from the research is used to support programs such as Great Lakes Action Plan, Fraser River Management Plan, CEPA and Environment Canada regional activities. Research relevant to the assessment of contaminated sediment quality and remediation. Development of techniques for safe disposal of metal rich wastes. Studies of mercury methylation under different environmental conditions. Negotiations for full-scale treatment of contaminated sites for oil, PAHs or odour will continue while other treatments, such as metal fixation and sediment stabilization, are being studied. ***Program Record Number:*** ENV ECS 695

Sources and Fate of Toxic Substances

Description: Research on fundamental mechanisms governing the persistence and fate of toxic chemicals in aquatic environments to assess the hazards posed by toxic chemicals released to the aquatic environment; scientific information to support decision making for the Toxic Substances Management Policy (TSMP), the Canadian Environmental Protection Act (CEPA), the Pest Control Products Act (PCPA), the regional ecosystems programs, and ecosystem indicators; research on the occurrence, pathways and fate of present and future priority toxic substances in aquatic ecosystems; information on biological effects, especially the determination of chronic exposure to toxic chemicals (e.g., genotoxicity, reproductive toxicity, immunotoxicity, neurotoxicity, thyroid toxicity, etc.); priority substance assessment programs; advice to Environment Canada management; methods of destruction of toxic chemicals by physical, chemical, photochemical and biological means. ***Program Record Number:*** ENV ECS 670

Urbanization

Description: Information on large-scale aquatic ecosystems impacted by stresses from non-point sources of pollution from agriculture, industry and urban developments; the development of water management plans for large regional ecosystems, such as those studied under the Fraser River Action Plan (FRAP) and the Great Lakes 2000 Plan; research on non-point source contaminant pathways and controls in large ecosystems, sustainable sectors and technology transfer to the Canadian environmental industry. Research topics: transport of pesticides and nutrients in soil, vegetation and water; fine sediment trapping by vegetated channels and flood plains; flows over porous boundaries; initiation of sediment transport in steep channels; floc and contaminant-binding mechanisms; roles of flocculation mechanisms and biofilms in sediment/contaminant transport; advanced Best Management Practices for controlling stormwater impacts on receiving waters; and development of designer flocs for environmental industry applications. ***Program Record Number:*** ENV ECS 650

♦ Air Pollution Prevention Directorate

Acid Rain

Description: Development and implementation of the Canada Wide Acid Rain Strategy for Post-2000; development of federal/provincial agreements to implement the Strategy; and development of and support to international agreements. ***Program Record Number:*** ENV EPS 235

Climate Change

Description: Within Environment Canada, responsibilities on climate change are shared between Policy and Communications, Atmospheric Environment Service and Environmental Protection Service. The Climate Change Bureau reports jointly to the ADMs of Policy & Communications and the Environmental Protection Service, and is responsible for the overall coordination of EC's involvement in climate change. It is responsible for: $ overall coordination of the department's climate change activities; $ lead responsibility for ensuring EC strategic input into the development of the National Implementation Strategy; $ supporting the Minister in her role as co-lead on the climate change file and on her specific lead responsibilities on climate change environmental policy, public outreach and the international agenda; $ managing the department's relationship with the Climate Change Secretariat, within the department and with other government departments, provinces, business, industry, ENGOs, and with other stakeholders with respect to climate change; $ overall management and coordination of the department's roles and inputs to the national climate change process (including Joint Energy and Environment Ministers, National Air Issues Steering Committee, National Air Issues Coordinating Committee on Climate Change, Integrative Group, and 15 Issue Tables), as well as any climate change input needed for CCME, Premiers' conferences, and the NIS; $ management of the Public Outreach Issue Table and development of the national public outreach strategy; $ development and management of the public outreach component of the Climate Change Action Fund including screening and recommending projects on behalf of the federal government; The following responsibilities on climate change lie within EPS: 1) As part of the National Implementation Strategy on Climate Change: $ federal lead on environmental and health co-benefits of taking action on climate change; $ federal lead and member of the Municipalities Table (including Landfill Gas Sub-Committee); $ federal lead and Co-chair of the Sinks Table; $ member of the Mineral and Metals Task Group of the Industry Table; $ co-chair of the Technology Funding

Review Team Under the Climate Change Action Fund 2) Other climate change responsibilities include: $ federal lead on greenhouse gas emissions inventories and reporting across Canadian sectors and regions; $ federal lead on reporting and tracking of progress in meeting climate change commitments – both international and domestic; development of coalition and alliance building as part of Environment Canada's outreach efforts. ***Program Record Number:*** ENV EPS 220

Stratospheric Ozone
Description: Implementation of Canada's commitments under international programs, negotiation of international agreements, and achievement of domestic phase-out targets; EC's contribution to the Montreal Protocol and the Multilateral Fund. ***Program Record Number:*** ENV EPS 570

Urban Smog
Description: Development and implementation of action plans and negotiation of federal/provincial and international agreements; completion of the 1990 Phase 1 NOx/VOC Management Plan and implementation of Phase 2 Federal Smog Plan initiatives; emission guidelines, and fuel standards related to creation of smog precursors. Completion of a Phase 3 Federal Smog Plan and negotiation of Canada-Wide Standards for PM and Ground-level Ozone. ***Program Record Number:*** ENV EPS 260

♦ Environmental Technology Advancement Directorate

Building Technologies and Environmental Systems
Description: All activities which contribute directly to the daily operation, recapitalization or modernization of departmentally owned special purpose facilities. ***Program Record Number:*** ENV EPS 630

Green Technologies
Description: All activities that support development, evaluation, and advancement of green technologies in cooperation with industry and business including: Technology Partnerships Canada (TPC); Pan-Western Environmental Technology Loan Program (ETLP); Environmental Technology Verification (ETV) program; International Environmental Management Initiative (IEMI); International Environmental Youth Corp (IEYC); Canadian Environmental Technology Advancement Centres (CETACs);and Binational MOUs and International Cooperative Agreements. ***Program Record Number:*** ENV EPS 615

Program on Energy Research and Development
Description: Research activities: efficient energy use, in the areas of combustion efficiency, heat management and cross-sectoral energy efficiency technologies applicable to a broad range of industries, processes and energy sources; energy and climate change: understanding the role of greenhouse gases (GHG) in climate change, especially CO2 in the sea, air and biota in, and surrounding, Canada; and, technologies for GHG capture and disposal; hydrocarbons and the environment: research addresses remediation and prevention technologies in atmospheric, marine and terrestrial environments; sustainable/renewable energy sources including bioenergy, small and large hydro, solar energy, wind and hydrogen from renewable resources; and sustainable transportation, including reducing energy demand, improving efficiency, and preparing for long-term sustainable transportation through advanced power systems and an eventual hydrogen-electricity energy economy. ***Program Record Number:*** ENV EPS 635

Risk Management
Description: Through stakeholder consultation, development of risk management options for the prevention and or reduction of releases of toxic substances to the environment. To achieve the management objectives the following tools may be used: regulations, guidelines, codes of practice, Canada-Wide-Standards and voluntary actions. ***Program Record Number:*** ENV EPS 620

Wastewater Treatment/Government Owned and Contractor Operated (GOCO)
Description: All activities in support of the government owned and contractor operated centre for the development of wastewater technology. ***Program Record Number:*** ENV EPS 625

♦ National Programs Directorate

Emergencies Operations
Description: Operate a 24 hour, 7 day a week national environmental emergencies hotline for Environment Canada. Coordinate the provision of support and technical advice on the environmental aspects of emergencies. Provide statistical information on spills obtained from historical spill report data. ***Program Record Number:*** ENV EPS 590

Emergencies Preparedness
Description: Activities which contribute directly to increasing the capacity of responders and advisors to prepare for and mitigate the effects of pollution emergencies. ***Program Record Number:*** ENV EPS 595

Emergencies Prevention
Description: Activities to prevent and reduce the frequency, severity and consequences of accidental releases (risk management). These activities are not associated with a specific incident. ***Program Record Number:*** ENV EPS 285

Environmental Assessment
Description: Development of policy and legally sound guidance; provision of expert advice to other government departments, clients and partners; verification and reporting on EC's compliance with CEAA; and implementation of EC's CEAA responsibilities and Cabinet Directive on policies and programs. ***Topics:*** Information

on provisions of legislation, policies, procedures and methodologies pertaining to EC's Environmental Assessment Program. Information on compliance with the 1990 Federal Cabinet Directive on Environmental Assessment of Policies and Programs. Topics include: Environmental Assessment studies of major development projects in Canada; regulations; guidelines; electronic data inventory; policies; links to international conventions. Also, Environment Assessment Infobase (EA Info); Environmental Assessments Screening System (EASS); EC Referral Tracking System (RTS). ***Program Record Number:*** ENV EPS 600

EP Enforcement (Regulatory Guidelines)
Description: Activities which contribute directly to the enforcement of environmental protection and wildlife legislation, including the development of enforcement policy guidelines and protocols, as well as their implementation. ***Topics:*** Information on enforcement of departmental legislation and regulations, CEPA, pollution prevention provisions of the Fisheries Act, Migratory Birds Convention Act, 1994; Canada Wildlife Act, Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act; the National Environmental Management Information System and Intelligence System (NEMISIS); Successful Historical Prosecutions since 1988; On-going Prosecutions; Compliance and Enforcement Report. ***Program Record Number:*** ENV EPS 110

♦ Toxics Pollution Prevention Directorate

Biotechnology
Description: Determination of environmental impacts of biotechnology products; implementation of CEPA regulations for new biotechnology products; and research related to environmental applications of biotechnology. ***Program Record Number:*** ENV EPS 225

CEPA Review Office
Description: Supporting the Canadian Environmental Protection Act review conducted by the Parliamentary Standing Committee on Environment and Sustainable Development. ***Program Record Number:*** ENV EPS 555

Environmental Monitoring
Description: Quantification and geographical location of releases of pollutants into all media in the environment, tracking changes in release levels over time and projecting changes in release levels through regulatory or "voluntary" government/citizen actions. ***Program Record Number:*** ENV EPS 275

Environmental Monitoring Research and Development
Description: Development of methods to measure toxics in air and water; including stationary and mobile source emissions. ***Program Record Number:*** ENV EPS 240

Hazardous Air Pollutants
Description: Ratification of the UN-ECE LRTAP POPs and Heavy Metals Protocols by end of 1998; starting of negotiations towards a UNEP Global Agreement on POPs; implement NAFTA/CEC commitments on POPs and Heavy Metals; and development of a national strategy on HAPs. ***Program Record Number:*** ENV EPS 280

Hazardous Wastes
Description: Transboundary issues (Basel, OECD Council Acts, Can/US Bilateral Agreement); hazardous waste computerized tracking system; development and implementation of regulations (eg. hazardous waste and PCB); residual activity under Contaminated Sites; and residual activity under PCB Destruction. ***Topics:*** Canadian Notice and Manifest Tracking System (CNMTS). ***Program Record Number:*** ENV EPS 230

Land Based Sources of Pollution
Description: Implementation of international marine obligations and commitments; participation in coastal zone management; pollution prevention plans, strategies and guidelines for the following source categories: sewage, POPs, radionuclides, heavy metals, oil, nutrients, sediments, litter, physical alteration; and monitoring of marine environmental quality. ***Program Record Number:*** ENV EPS 250

National Nuclear Program
Description: Ensuring a comprehensive national nuclear approach; directing the examination of environmental impacts of specific nuclear activities, policies and technologies; and reviewing plans, proposals, applications and reports on nuclear industry to ensure consistency with policies of EC. ***Program Record Number:*** ENV EPS 295

National Pollutant Release Inventory (NPRI)
Description: Collecting, analyzing and reporting on-site releases, offsite transfers in waste, and off-site transfers for recovery, re-use and recycling, and energy recovery of 176 pollutants from more than 1800 individual facilities on an annual basis; and estimating releases for other sectors such as fuel distribution and mobile sources; and reporting on releases from individual point sources. ***Topics:*** National Pollutant Release Database; National Pollution Release Inventory Summary Report. ***Program Record Number:*** ENV EPS 565

National Regulatory Action Plan
Description: Development and review of legislation/regulations for new or existing substances, effluent discharges and commercial chemicals; implementation of CEPA and Fisheries Act Regulations; preparation of regulatory impact analysis statements; administration of the strategic options process (SOP); development of good laboratory practices; and development of toxic substances codes and guidelines. ***Program Record Number:*** ENV EPS 560

New Chemicals Notification
Description: Determination of possible toxic impacts; assessment of new chemicals; notification of new

chemicals; implementation of CEPA regulations for new chemicals; and research related to environmental impacts of new chemical releases. ***Program Record Number:*** ENV EPS 300

Non-Hazardous Waste Management
Description: Implementing the National Packaging Protocol; product policy; life-cycle assessment; extended producer responsibility; maintaining the National Solid Waste Inventory; green procurement; and waste treatment/disposal (eg. incineration, landfill, composting). ***Program Record Number:*** ENV EPS 610

Ocean Disposal
Description: Development of policies, guidelines and protocols; support of international commitments under the London Convention 72; review and issuing of ocean disposal permits under CEPA; and disposal of dredge spoils. ***Topics:*** National Ocean Disposal Database Network (NODNET). ***Program Record Number:*** ENV EPS 215

Pollution Prevention
Description: Pollution prevention planning under CEPA; Canadian Pollution Prevention Information Clearinghouse; management of ARET program input to Voluntary Challenge Registry (VCR), etc.; participation in international fora (ISO/EMS/UNEP); identification and application of economic instruments; and training and the development of training materials on pollution prevention. ***Program Record Number:*** ENV EPS 605

Risk Management
Description: Ecosystem risk analysis and management; development of control options; and development of guidelines/codes of practice/standards/regulations to prevent releases into the environment. ***Program Record Number:*** ENV EPS 245

Scientific Assessment of Substances
Description: Priority Substances Assessments; revision of the Priority Substances List; screening level and other assessments; high production chemical assessments; Toxic Substances Management Policy; national and international harmonization of assessments. ***Program Record Number:*** ENV EPS 290

Toxicology Network
Description: Activities supporting the Toxicology Network, a network of scientists in Canadian universities conducting toxicology research in response to Canadians' concerns about toxic substances and risks posed to human health and the environment. ***Program Record Number:*** ENV EPS 100

Water Quality Protection (Shellfish)
Description: Activities which contribute to shellfish growing area water/sanitary quality and related public health issues. ***Program Record Number:*** ENV EPS 255

Policy & Communications

Communications
Description: Information on communications in general and on communications programs. ***Program Record Number:*** ENV PAC 530

Consultations
Description: Information on the public consultation policies, practices and activities of the department. ***Access:*** Environmental Consultations Calendar and other reports. ***Program Record Number:*** ENV PAC 545

Environment Economy
Description: Information on departmental policies, programs, economic instruments and activities related to the integration of environmental considerations into economic decision-making; associated information on reports, events, announcements, expertise and other agency involvement; and related information from expert groups within the Organization for Economic Co-operation and Development (OECD) and other international fora. ***Topics:*** Sustainable development; strategic directions, action plans and activities carried out by the department; amendments to the Auditor General Act creating a Commissioner of the Environment and Sustainable Development and requiring departmental sustainable development strategies; making trade and environment policies mutually compatible; report of Task Force on Economic Instruments and Barriers and Disincentives to Sound Environmental Practices; OECD Reports which are available for public distribution. ***Access:*** Files are arranged by subject. ***Program Record Number:*** ENV PAC 515

International Affairs Branch
Description: Information on broad policies and strategies relating to DOE's international relations, key international organizations, meetings and agreements dealing with the environment. ***Topics:*** International and Bilateral Agreements, and International Multilateral Institutions. ***Access:*** Files arranged by subject. ***Program Record Number:*** ENV PAC 540

Program Evaluation
Description: Evaluation frameworks, assessments and studies of departmental components, and related data. ***Topics:*** Departmental components that have been subject to one or more of these evaluation activities. ***Access:*** Reports are classified by evaluation component. ***Storage Medium:*** Hardcopy. (In many cases, only single copies exist.) ***Program Record Number:*** ENV PAC 520

♦ Economic and Regulatory Affairs Directorate (ERA)

Economic Issues Branch (EIB)
Description: Information on economic aspects of departmental policies and programs (e.g. economic impact analysis of proposed regulations, use of economic instruments for environment policy) as well as on

integration of environmental considerations into economic decision-making (e.g. making trade and environment policies mutually compatible); associated information on reports, events, announcements; and related information on expert groups within organizations such as the Organization for Economic Co-operation and Development (OECD). ***Topics:*** Sustainable development; economic instruments; regulatory reform; regulatory impact analysis statements; trade and environment; environment and competitiveness; economics of climate change; OECD reports available for public distribution. ***Program Record Number:*** ENV PAC 190

Environmental Economics Branch (EEB)
Description: Empirical information related to the economic value of natural capital; documentation related to the Environment Valuation Reference Inventory (EVRI) which is a storehouse of valuation studies that is capable of matching the results of previous valuation studies with current policy requirements; reports on the 1981, 1987 and 1991 survey on the importance of Wildlife to Canadians and on the 1996 survey on the Importance of Nature to Canadians; municipal and industrial water demand surveys. ***Topics:*** Natural capital valuation, socio-economic indicators of sustainability, Environmental Valuation Reference inventory valuing biodiversity, Importance of Wildlife to Canadians, Importance of Nature to Canadians, water uses and pricing, benefits transfer. ***Program Record Number:*** ENV PAC 585

Regulatory and Economic Analysis Branch (REAB)
Description: Provides strategic socio-economic analysis, advice and support for various environmental issues, including policy development, the implementation and promotion of environment-economy integration, implementation of the environmental management tool box (e.g., economic instruments), development of modelling tools (e.g., AERCo$t, AQVM, IAM), and the use of cost and benefit valuation. REAB has developed expertise in the areas of cost-benefit analysis, risk management strategies, Regulatory Impact Analysis Statements (RIAS), and impact assessments. REAB also has the responsibility of providing strategic advice on regulatory policy and process issues. The major focus of the work performed by the Branch is in support of the toxic substances and air issues programs led by the Environmental Protection Service (EPS). ***Program Record Number:*** ENV PAC 195

♦ Strategic Directions and Policy Coordination Directorate

Aboriginal Affairs Branch
Description: Information on relationships between Environment Canada and Aboriginal people in the delivery of our legislation, policies and programs; and environmental management aspects of government-wide Aboriginal policies. ***Topics:*** Canada's Aboriginal Action Plan-Gathering Strength, comprehensive land claims and self-government agreements, political accords with national Aboriginal organizations (e.g. Assembly of First Nations, Congress of Aboriginal Peoples). ***Program Record Number:*** ENV PAC 140

Federal-Provincial Relations Branch
Description: Information on the broad policy aspects of the relationship between the federal and provincial/territorial governments on environmental issues. ***Topics:*** Harmonization; the Canadian Council of Ministers of the Environment; Canada-Wide Standards; Wildlife Ministers Council of Canada. ***Access:*** Files arranged by subject. ***Program Record Number:*** ENV PAC 505

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access Request Data Bank

Description: Contains the access request forms sent by persons requesting access to their files, the replies to such requests, and information relating to their processing. ***Class of Individuals:*** Individuals making Access to Information Act and Privacy Act requests. ***Purpose:*** To process access requests only, and to determine the number of access requests received annually. ***Retention and Disposal Standards:*** Two years. ***PAC Number:*** 78-001 ***TBS Registration:*** 001401 ***Bank Number:*** ENV PPU 075

Applications for Research Grants Science Subventions

Description: Each entry in the bank contains information of the following type: educational, financial support for research, new scientific concepts, personal statement of productivity, third party evaluation of the entry. All assessments and grants are processed at Atmospheric Environment Service headquarters from Canadian university faculty members. ***Class of Individuals:*** Faculty members of Canadian universities in the environmental sciences or faculties related thereto. ***Purpose:*** To provide information used in the annual selection of research proposals to be funded by this institute. ***Consistent Uses:*** To assess research proposals in order to award research funds. ***Retention and Disposal Standards:*** Records kept less than five years, usually two years. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV AES 310 ***TBS Registration:*** 001394 ***Bank Number:*** ENV PPU 010

Applications for Studentship in Meteorology or Atmospheric Science

Description: To provide personal and academic information used in the annual selection for the provision of studentships at Canadian universities. ***Class of Individuals:*** Canadian citizens and permanent residents who have graduated with 3.5 courses in physics and 4.5 courses in mathematics with a 66% average. ***Purpose:*** To assess potential recipients of studentships. ***Consistent Uses:*** To assess applications for AES Studentships. ***Retention and Disposal Standards:*** Two years. If the applicant becomes an employee, the application is placed on his/her personnel file. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV AES 310 ***TBS Registration:*** 001397 ***Bank Number:*** ENV PPU 025

Applications for Visiting Fellowship Awards

Description: Contains information of the following types: demographics, employment, educational, personal references, third party evaluations. All assessments are processed at Atmospheric Environment Service headquarters. Awards are granted to visiting fellows for their work at headquarters. ***Class of Individuals:*** Generally restricted to environmental scientists who have recently completed their doctoral degrees. ***Purpose:*** To provide personal and academic information used in the annual selection of visiting fellows to this institute. ***Consistent Uses:*** To assess potential candidates for visiting fellowship awards. The file is shared with NSERC. ***Retention and Disposal Standards:*** Records are kept for less than five years, usually for three years. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV AES 310 ***TBS Registration:*** 001395 ***Bank Number:*** ENV PPU 015

Employment Applications

Description: This bank can contain employment applications, personal information and curricula vitae from people wishing to work for the Department. All the applicants are registered in the bank. It is established on a regional basis, by service. The bank is used to hold information sent by the candidates. ***Class of Individuals:*** Anyone applying for employment with the Department. ***Purpose:*** The information contained in this bank is used for staffing purposes. ***Consistent Uses:*** Limited to present and future staffing purposes. ***Retention and Disposal Standards:*** Maximum five years, normally destroyed after two years. ***PAC Number:*** 78-001 ***TBS Registration:*** 001402 ***Bank Number:*** ENV PPU 080

Information Disclosures to Investigative Bodies

Description: This bank contains copies of privacy requests and replies as well as requests for disclosure to federal investigative bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives information related to their processing. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to the Privacy Commissioner on the number of access requests received annually. This bank is comprised solely of requests concerning persons for the purpose of law enforcement, and the replies to such requests. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for five years and are then destroyed. ***TBS Registration:*** 002326 ***Bank Number:*** ENV PPU 072

Post-graduate Fellowships

Description: Post-graduate fellowships are intended to provide financial assistance to Canadian citizens and permanent residents who are enroled in an MSc or PhD program in Meteorology and Atmospheric Services. ***Class of Individuals:*** Canadian citizens and permanent residents who have completed undergraduate degrees. ***Purpose:*** To provide information in the annual selection of candidates for post-graduate fellowship awards.

Consistent Uses: Primary use is to assess fellowship applications. ***Retention and Disposal Standards:*** Records kept less than five years, usually two years. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV AES 310 ***TBS Registration:*** 001396 ***Bank Number:*** ENV PPU 020

University Research Support Fund
Description: Contains evaluations of proposals submitted by researchers at Canadian universities for funding consideration through the Canadian Wildlife Service. This bank contains an outline of projects, names of professors and personal data. ***Class of Individuals:*** Researchers at Canadian universities. ***Purpose:*** To evaluate and select proposals submitted by Canadian university researchers. ***Retention and Disposal Standards:*** The unfunded project files are kept for two years. Approved project files are retained for six years after completion of project. ***PAC Number:*** 78-001 ***TBS Registration:*** 001399 ***Bank Number:*** ENV PPU 035

Water Resources Research Support Program (WRRSP)
Description: Contains project details including research plan, state-of-the-art reviews, budgetary requirements, progress reports, project reviews and assessments as well as personal data such as name and curriculum vitae. All files relate to scientists at Canadian universities. This bank is established and maintained at headquarters and is restricted to management personnel and research scientists within the directorate, but is occasionally extended to the service level, other services of the Department and to other departments. ***Class of Individuals:*** Scientists at Canadian universities. ***Purpose:*** To evaluate proposals submitted by researchers at Canadian universities for funding consideration. ***Retention and Disposal Standards:*** Unfunded project files are retained for two years, then discarded; funded project files are retained for six years after completion of project. The program was discontinued in 1986. Bibliographic data on funded reports are stored in Environment Canada's WATDOC. ***PAC Number:*** 78-001 ***Related to PR#:*** ENV ECS 205 ***TBS Registration:*** 001398 ***Bank Number:*** ENV PPU 030

Wildlife Permit Information
Description: This bank contains information gathered from permits required by Act of Convention for the purposes of protecting, managing, and regulating the use of certain species of birds or animals and their habitat. Specific information includes the Migratory Birds Permit information, which is gathered under the legal requirements of the Migratory Birds Convention Act such as avicultural permits, taxidermists permits, scientific permits, migratory bird damage permits, airport permits, eiderdown permits, Cap Tourmente hunting permits, Migratory Birds Convention Act permits; banding and collecting permits, migratory game birds hunting permits and special permits. Information gathered by permits for the import, export or transit of endangered species is also contained in this database. ***Class of Individuals:*** Information such as names, addresses, telephone numbers, occupations, and type of permit requested are kept on individuals applying for Migratory Birds Permits in the five Canadian regions (Pacific and Yukon, Western and Northern Ontario, Quebec, and Atlantic Regions); information on banding permits and Migratory Game Bird Hunting Permits is kept at Headquarters. ***Purpose:*** To compile information under the Migratory Birds Convention Act if any enquiries are made for legal or other purposes. ***Retention and Disposal Standards:*** Retention of 15 years; active for five years and dormant for ten years, then transferred to the National Archives of Canada for selective retention. ***PAC Number:*** 84-024 ***Related to PR#:*** ENV EPS 110 ***TBS Registration:*** 001393 ***Bank Number:*** ENV PPU 005

Classes of Personal Information

General Correspondence and Enquiries
Personal information is also stored within subject files where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of requests for publications, reports etc. and enquiries for information of a general nature. It is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

Ministerial Correspondence
This class of information contains correspondence addressed to the Minister and/or the Deputy Minister and received by the Departmental Correspondence Unit from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Environment Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were provided; it is not arranged or retrievable by personal identifiers. The retention period of these classes of personal information are controlled by the records schedules of the subject files in which the information is stored.

Manuals

- Abstracting Recorded Precipitation – AE209
- Analytical Methods Manual (for water quality)
- Canadian Wildlife Service Sign Manual
- CITES Identification Guide – Birds
- CITES Identification Guide – Crocodilian
- CITES Reports
- Climatological Studies – AE222
- Conversion Tables
- Evaporation – AE016

- Federal Guidelines for the National Flood Damage Reduction Program
- Guide for Reporting to the National Pollutant Release Inventory
- Guidelines for Joint Federal-Provincial River Basin Planning Projects
- Guidelines for Wildlife Policy in Canada
- Hydrodynamic Model Documentation Manual
- Hydrologic Design Methodologies for Small Scale Hydro at Ungauged Sites
- Hydrometric Surveys – Field and Office Manual (approximately 45, including manuals on HYDAT – a database for stream flow and water level data)
- Manual of Climatological Observations
- Manual of Marine Weather Observing (MANMAR) – AE003
- Manual of Standard Procedures for Issuing Aviation Forecast Bulletins, Advisories and Messages (MANAIR) – AE005
- Manual of Surface Weather Observations (MANOBS) – AE001
- Manual of Upper Air Observations (MANUPP) – AE002
- Manual of Word Abbreviations (MANAB) – AE205
- Migratory Birds – Bird Banding Manual
- Monograph Series
- NAQUADAT – Guide to Interactive Retrieval (for water quality data)
- National Environmental Indicator Series
- National Reports on Climate Change
- Phase 2 Federal Smog Plan
- Progress Notes Series
- Reference Guide to Automatic Weather Observing System Reports – AE017
- Sampling for Water Quality
- Scientific and Technical Publications Report Series
- Small-Hydropower Handbook for British Columbia
- Snow Surveying – AE208
- Soil Temperature – AE015
- Solar Radiations
- Storm Rainfall in Canada – AE230
- Sunshine – AE012
- Transactions of Federal-Provincial Wildlife Conferences
- Trends in Canada's Greenhouse Gas Emissions
- Water Management Model Manual
- Water Use Analysis Model Manuals
- Wind – AE207

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department's programs and functions may also be directed to the following addresses:

Atlantic Region

Environment Canada
Queen's Square, 15th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6

(902) 426-7231

Atmospheric Environment Service

Environment Canada
4905 Dufferin Street
Downsview, Ontario
M3H 5T4

(416) 739-4826

Canadian Meteorological Centre

Environment Canada
Suite 300
2121 Trans Canada Highway
North Service Road
Dorval, Quebec
H9P 1J3

(514) 421-4601

Electronic Communications

Access to Environment Canada's Green Lane
on the Information Highway
Internet Address: http://www.ec.gc.ca

Environmental Conservation Service

Communications
Place Vincent Massey, 9th floor
351 St. Joseph Boulevard
Hull, Quebec

(Mail: Ottawa, Ontario K1A 0H3)

(819) 994-0011

Environmental Protection Service

Communications
Place Vincent Massey, 12th floor
351 St. Joseph Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)

(819) 997-6555

General Enquiries

Inquiry Centre
Place Vincent Massey, 1st floor
351 St. Joseph Boulevard
Hull, Quebec

(Mail: Ottawa, Ontario K1A 0H3)

(819) 997-2800
Toll Free Number: 1-800-668-6767
Fax: (819) 953-2225
Internet Address: http://www.ec.gc.ca

Ontario Region

Environment Canada
4905 Dufferin Street
Downsview, Ontario
M3H 5T4

(416) 739-4994

Pacific and Yukon Region

Environment Canada
224 West Esplanade
North Vancouver, British Columbia
V7M 3H7

(604) 666-2737
(604) 666-5900

Prairie and Northern Region

Environment Canada
4999 – 98 Avenue
Edmonton, Alberta
T6B 2X3

(403) 951-8600

Quebec Region

Environment Canada
1141 Route de l'Église, 7th floor
P.O. Box 10100
Ste-Foy, Quebec
G1V 4H5

(418) 648-7204

Reading Room

National Capital Region

Departmental Library
Place Vincent Massey, 2nd Floor
351 St. Joseph Boulevard
Hull, Quebec
K1A 0H3

(819) 997-1767

Export Development Corporation
Chapter 49

Note: This institution is not subject to the Access to Information Act.

General Information

Background

The Export Development Corporation (EDC) was established on October 1, 1969, by the Export Development Act. The Export Development Corporation is an agent of Her Majesty in right of Canada and is a Crown corporation whose shares may be owned only by Canada. It is accountable for its affairs to Parliament through the Minister for International Trade. Both the Export Development Corporation and its predecessor, the Export Credits Insurance Corporation which commenced operations in 1944, were created to facilitate and develop trade between Canada and other countries.

The Corporation achieves this through a wide range of insurance, guarantee and financing services not normally provided by the public sector.

The Export Development Corporation's services are provided to help Canadian exporters who offer products competitive in price, quality, delivery and service, to compete internationally.

Information Holdings

Personal Information Banks

Access Request Data Bank
Description: This bank contains the access request forms sent by individuals requesting information about themselves held by the Corporation; the replies to such requests and information related to their processing. ***Class of Individuals:*** Current and former employee and the general public. ***Purpose:*** For processing access requests only and to report on the number of requests received annually. Records are maintained in chronological order under the name of the individual requesting the information. ***Retention and Disposal Standards:*** Records retained for two years or until such time as the individual has had the opportunity to exercise all his or her rights under the Privacy Act. ***TBS Registration:*** 000150 ***Bank Number:*** EDC PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Export Development Corporation, categories of personal information not used for administrative purposes may be accumulated. Such personal information includes, among other things, general biographies of individuals in relation to EDC's program services. This form of personal information is retrievable if specifics are provided concerning transactions filed e.g. names of exporters, countries and projects, rather than by name of individual or other personal identifier.

Other information provided by or about individuals may also be found in corporate record holdings such as information services, telecommunications, accounts payable and library files. This class of personal information is retrievable only if the requester identifies, in sufficient detail, the subject of the information that they wish to access. The retention periods are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Requests for further information about the department and its programs and activities may be directed to:

Privacy Coordinator
Export Development Corporation
151 O'Connor Street
P.O. Box 655
Ottawa, Ontario
K1P 5T9

(613) 598-2899

Farm Credit Corporation Canada
Chapter 50

General Information

Background
Farm Credit Corporation (FCC) is a federal Crown corporation reporting to Parliament through the Minister of Agriculture and Agri-Food. Established in 1959, FCC is Canada's largest agricultural term lender. Under the Farm Credit Act, FCC offers a range of flexible financing solutions to primary producers and agribusiness. The Corporation is governed by a Board of Directors, comprised of 12 members. The Financial Administration Act provides for the direction, financial control and accountability of FCC and outlines its relationship with the Government of Canada. FCC's Corporate Office is located in Regina, Sasatchewan.

Responsibilities
The Corporation makes and administers farm loans under the authority of the Farm Credit Corporation Act to enhance rural Canada by providing specialised and personalised financial services to farming operations, including family farms, and to those businesses in rural Canada, including small and medium-sized businesses, that are related to farming. As well, it administers programs as directed by the federal government.

Legislation
- Farm Credit Corporation Act

Organization
In order to fulfil its mandate, the Corporation has established a network of more than 100 offices across Canada to serve the farming community. Corporate headquarters is located in Regina. Processing centres are located in Edmonton, Winnipeg, Guelph, Sainte-Foy and Moncton.

Chief Executive Officer
The President and Chief Executive Officer directs the business of the Corporation and exercises all other powers and duties as may be assigned to him by the Chairman or the Board of the Corporation.

Agri-Land
Agri-Land Division is responsible for the management (sales, leasing and administration) of FCC's land holdings, the recovery process for non-collectible loans as well as full appraisal and environmental assessment services for FCC.

Farm Financing
Farm Financing is responsible for the delivery of FCC's products and services to the Canadian agricultural community through its trained field staff who work in over 100 locations across the country.

Agribusiness
Agribusiness provides credit to Canadian businesses requiring financial services to process, manufacture, transport, store or transform input to or outputs from farm operations. Agribusiness builds alliances with agricultural organizations throughout Canada to provide FCC's products and services to producers and agribusinesses.

Finance Division
Under the direction of the Vice-President and Chief Financial Officer, the division consists of:

♦ **Controller's Office and Treasurer's Office**
These offices are responsible for the overall financial management of the Corporation including financial risk management, funding, cash management, corporate accounting, portfolio accounting, financial planning and reporting and internal controls. They also ensure that the financial provisions of the Farm Credit Corporation Act and the financial management provisions of the Financial Administration Act are effectively employed by the Corporation.

♦ **Corporate Audit**
Responsible for a comprehensive audit plan. It performs regular loan portfolio audits and conducts periodic reviews of systems and practices related to Corporate Office, Service Centres and Field Operations. It is also responsible for the co-ordination of all audit activities: internal audits, external financial attest audits and special examinations.

Human Resources and Administration
The Human Resources & Administration division directs, controls, and advises on administrative and human resources services.

Information Technology
Responsible for the information technology requirements for Farm Credit Corporation. This includes all aspects of IT including infrastructure, systems development, and operations and support.

Risk Management

Risk Management Division ensures FCC's credit granting standards are maintained. The division assesses and analyses the risk of new loan to FCC's portfolio as well as portfolio risk over time.

Communications and Public Relations

This division is responsible for all aspects of external and internal national communications, including media and public relations, community relations, advertising, translation, official languages and graphic services.

Marketing and Product Development

Marketing and Product Development is responsible for the development and implementation of the Corporate Marketing strategy, the development of new loan products and market research.

Policy and Planning

The responsibilities of the Policy & Planning unit are:

(a) Government and Parliamentary Relations – These activities include liaison with the Minister's office, fulfilling FCC's parliamentary responsibilities, responding to government agency requests and representing the FCC on working committees.

(b) Strategic and Corporate Planning – The unit co-ordinates the Corporation's corporate planning process including preparation of the economic overview and the corporate plan summary.

Business and Development

The Business Development unit's activities include: building and maintaining relationships with industry partners in Canada and the USA; identifying and researching new market and product opportunities, and promoting FCC in the agricultural industry. It is also involved in initiatives with other Federal and Provincial agencies to reduce duplication and increase service to rural Canada.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policies

Description: Information on Farm Credit Corporation policies and procedures regarding the Access to Information Act and the Privacy Act. ***Topics:*** Policy, procedures and report files; access to information and privacy information bank files, updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. ***Access:*** Files arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 130

Advisory Services

Description: Information on Advisory Services policy, procedures, reports and meetings (program discontinued). ***Topics:*** Correspondence; supervision policy and procedures. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 030

Agricultural Statistics and Economics

Description: Statistical data, reports, forecasts, trends, related correspondence. ***Topics:*** Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data from the 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper and publications. ***Program Record Number:*** FCC ADM 045

Ancillary Agreements

Description: Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. ***Topics:*** Correspondence; grazing leases; instalment postponements; advisory service agreements; re-amortization agreements; waiver and consent; mortgage postponement; provincial interest rebates; monthly and irregular payment schedules; marketing board agreements. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 100

Chattel Mortgages

Description: Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. ***Topics:*** Policies; correspondence; administration; monitoring; renewals and releases. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 115

Collections

Description: Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, analyses, estimates. ***Topics:*** Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 105

Farm Appraisal System
Description: Correspondence, copies of reference on conferences, aerial photographs and instructions on the Corporation's appraisal process and semi-annual Farmland Value Reports. ***Topics:*** Aerial photographs; appraisals – other departments and agencies. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 020

Farm Credit Act and Farm Credit Corporation Act Loan Administration
Description: Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the Farm Credit Act and the Farm Credit Corporation Act. ***Topics:*** Correspondence; policy; fire insurance; new loan documentation; Commodity-based loans; Shared Risk Mortgage loans; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 090

Farm Credit Corporation Act Lending Policy
Description: Policy directives, rulings and reports on the Farm Credit Corporation Act lending policy. ***Topics:*** Correspondence; guidelines; specialized enterprises; two- province loans; capital restrictions; low-income farmers; Indian loans; Commodity-based loans; Shared Risk Mortgage loans; Department of Regional Economic Expansion (DREE); capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production and marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 010

Farm Syndicates Credit Act
Description: Information on rulings, legal opinions, security, disbursement, identification and administration related to the Farm Syndicates Credit Act. ***Topics:*** Correspondence; policies; new loan documentation; loan administration. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 085

Financial Model
Description: Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios. ***Access:*** Files arranged by subject. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 075

Identification of Accounts
Description: Information on directives and reports concerned with the identification of accounts. ***Topics:*** Correspondence; change of field, district and geographic areas; change of address and account numbers. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 120

Indian Loans
Description: Information on loans to native people, including directives, instructions, rulings and reports. ***Topics:*** Agreements, policies, administration; recoveries from the Department of Indian and Northern Affairs. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 125

Legislation, Organization and Policy
Description: Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. ***Topics:*** Farm Credit Corporation Act – interest rate and regulations; acts and regulations amendments; conferences (general, regional, agricultural and appraisal); policy and procedural manuals; annual reports; committees – general, advisory, executive, standing and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits. ***Access:*** Files arranged numerically by subject and by province. ***Storage Medium:*** Paper and computer. ***Program Record Number:*** FCC ADM 005

Life Insurance
Description: Life insurance studies, tenders, operations, rulings, interpretations, reports and claims. ***Topics:*** Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 095

NISA Program Information
Description: Information on the NISA program, including procedural manual, program information and activity statements. ***Topics:*** Correspondence, procedural manual, program information, activity statements, application forms and administrative forms. ***Access:*** Files arranged by subject. ***Storage Medium:*** Paper and computer ***Program Record Number:*** FCC ADM 015

Projects and Reports
Description: Information on reports, marketing boards, and quotas; correspondence. ***Topics:*** Farmland Values report, annual reports, quarterly financial reports available from Communications and Public Relations. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper and publications. ***Program Record Number:*** FCC ADM 070

Real Estate Mortgages
Description: Information on directives, rulings, instructions and documentation concerning real estate security. ***Topics:*** Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. ***Access:*** Files arranged by subject and province. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 110

Research
Description: Research reports, studies, data and correspondence. ***Topics:*** Research projects; farm financial surveys; surveys – financial conditions; loan risk analysis; farm accounting; farm management initiatives. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 050

Research Policy
Description: Information on policy, meetings, farm management, projects and training. ***Topics:*** Research coordination system; research meetings; Rural Adjustment Program; program development; Canadian farm management committee; financial management and analysis course. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 040

Statistical Information and Programs
Description: Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. ***Topics:*** Coding instructions; purpose of loans; appraisal; budget analyses; national lending summary; application and appraisal workload; federal farm credit statistics; documentation; standing committee; advisory committee; characteristics of borrowers; Loan Review Board summaries; annual report; terminal special reports; bankruptcies; branch appeal board reports; number of accounts; financial and lending data; selected statistics programs; Farm Financial survey. ***Access:*** Files arranged numerically by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** FCC ADM 055

Technical Information
Description: Technical information and reports for subject areas not previously specified. ***Topics:*** Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs – AGDATA (commodity prices, bond market). ***Access:*** Statistics Canada (codes available at FCC). ***Storage Medium:*** Statistics Canada computer. ***Program Record Number:*** FCC ADM 060

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Finance

Human Resources

Official Languages

Pensions and Insurance

Personnel

Procurement

Training and Development

Personal Information Banks

Access to Information and Privacy Requests
Description: This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. ***Class of Individuals:*** Individuals requesting access to information under the Privacy Act and the Access to Information Act. ***Purpose:*** This information is used for processing requests made under the Privacy Act and the Access to Information Act. ***Consistent Uses:*** This information may be used for research, statistical, program monitoring and evaluating purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a court action. ***Retention and Disposal Standards:*** The records are retained for two years after all actions have been completed. ***Related to PR#:*** FCC ADM 130 ***TBS Registration:*** 003007 ***Bank Number:*** FCC PPU 035

Applications for Employment
Description: This bank contains recruitment documents or applications for employment with FCC and any related correspondence. This bank may also contain personnel or staffing interviews, psychological tests, test results and analysts' reports. ***Class of Individuals:*** Potential FCC employees. ***Purpose:*** To meet the human resources needs of FCC. ***Consistent Uses:*** Information may be transferred to an employee bank if the individual is offered and accepts employment. This information may also be used for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Retained a minimum of two years. However, unsolicited applications are destroyed after six months. ***Related to***

PR#: FCC ADM 920 ***TBS Registration:*** 003008 ***Bank Number:*** FCC PPU 015

Farm Survey
Description: Size of operation, assets, liabilities, capital purchases, capital expenditures, income expenses, age, number of families on the farm. ***Class of Individuals:*** Canadian farmers chosen from sample frame possessed by Statistics Canada to represent 95% of Canadian farms. ***Purpose:*** To analyze and formulate farm policy and to determine market share as well as validate data collected from other sources by Statistics Canada. ***Consistent Uses:*** The information in this bank is used for statistical purposes. ***Retention and Disposal Standards:*** Information is retained for one year and then destroyed. ***Related to PR#:*** FCC ADM 070 ***TBS Registration:*** 003123 ***Bank Number:*** FCC PPU 040

Loan and Lease Administration – Client Files
Description: This bank contains information relating to farmers who have loans under the Farm Credit Corporation Act, the Farm Credit Act and the Farm Syndicates Credit Act and farmers who lease property from FCC. The information consists of loan documentation, loan assumptions, loan renewals, financial statements and arrangements, leases, property management and administration, legal documentation and copies of correspondence relating to the ongoing administration of FCCA, FCA and FSCA loans and FCC properties. ***Class of Individuals:*** Farmers who have loans under FCCA, FCA and FSCA and tenants of FCC properties. ***Purpose:*** The purpose of this bank is to administer and monitor client loans and FCC properties. ***Consistent Uses:*** Information in this bank is used for statistical purposes, monitoring, renewals, collections and legal recovery actions, Loan Review Board and Farm Debt Review Board hearings and the general administration of loan accounts and properties. ***Retention and Disposal Standards:*** Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed. ***Related to PR#:*** FCC ADM 090 ***TBS Registration:*** 003006 ***Bank Number:*** FCC PPU 010

Loan Applications – Client Files
Description: This bank contains information relating to individuals who apply for loans under the Farm Credit Corporation Act and information relating to individuals who applied for loans under the Farm Credit Act and the Farm Syndicates Credit Act. The information consists of loan application forms, financial statements, farm appraisal reports, personal income and other client profile information, client appeals, copies of correspondence relating to the repayment and ongoing administration of FCCA, FCA and FSCA loans and related legal documentation. ***Class of Individuals:*** Farmers who apply for loans under FCCA and those who applied for loans under FCA and FSCA. ***Purpose:*** The purpose of this bank is to determine eligibility for loans and the administration of loans. ***Consistent Uses:*** Information in this bank is used for statistical purposes, monitoring, loan renewals, collection and recovery administration and Loan Review Board and Farm Debt Review Board hearings. ***Retention and Disposal Standards:*** Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed. ***TBS Registration:*** 003937 ***Bank Number:*** FCC PPU 005

Loan Review Board
Description: This bank contains information relating to individuals whose loan applications under the Farm Credit Corporation Act, Farm Credit Act and the Farm Syndicates Credit Act have been declined and reviewed by the Loan Review Board. The information consists of Loan applications, financial information and the rulings of the Loan Review Board. ***Class of Individuals:*** Individuals for whom a loan application has been declined. ***Purpose:*** The purpose of this bank is to provide a record of the review process for declined loan applications. ***Consistent Uses:*** This bank is used for monitoring and statistical purposes. ***Retention and Disposal Standards:*** This information is retained for two years and then destroyed. ***Related to PR#:*** FCC ADM 090 ***TBS Registration:*** 003290 ***Bank Number:*** FCC PPU 045

Loan Review Board Members
Description: This bank contains information relating to individuals who are members of the Loan Review Board. The information consists of biographical data. ***Class of Individuals:*** Individuals who are members of the Loan Review Board. ***Purpose:*** The purpose of this bank is to collect background information on Loan Review Board members. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** This information is retained throughout the appointment period and destroyed 3 years after the end of the appointment. ***Related to PR#:*** FCC ADM 090 ***TBS Registration:*** 003650 ***Bank Number:*** FCC PPU 050

Mailing Lists
Description: This bank contains mailing lists with the names and addresses of individuals, academic and farming organizations, firms, companies, groups, etc. ***Class of Individuals:*** Individuals, academic and farming organizations, firms, companies, groups, government officials, etc. ***Purpose:*** To maintain standard lists of individuals, organizations, groups, businesses, etc. for the purpose of mailing publications, reports, newsletters, press releases and other documentation on FCC's activities, programs and marketing. ***Consistent Uses:*** The information is used to mail and distribute documentation to individuals on the mailing lists.

Retention and Disposal Standards: Records are updated continuously and the information is kept up to date when superseded. ***Related to PR#:*** FCC ADM 903 ***TBS Registration:*** 003009 ***Bank Number:*** FCC PPU 020

NISA Program-Client Files
Description: This bank contains information relating to farmers who have NISA Fund 1 contributions with FCC. The information consists of account documentation, transaction records, legal documentation, and copies of correspondence relating to the ongoing administration of the NISA program. ***Class of Individuals:*** Farmers who hold Fund 1 NISA accounts with FCC. ***Purpose:*** The purpose of this bank is to administer and monitor client contributions. ***Consistent Uses:*** Information in this bank is used for general administration of the program. ***Retention and Disposal Standards:*** Files are retained for two years after their last administrative action, and are then destroyed. ***TBS Registration:*** 004011 ***Bank Number:*** FCC PPU 055

Requests from Federal Investigative Bodies
Description: This bank contains requests for personal information pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** The purpose of this bank is to meet the requirements of the Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Files are retained for two years after their last administrative action and are then destroyed. ***Related to PR#:*** FCC ADM 130 ***TBS Registration:*** 003010 ***Bank Number:*** FCC PPU 025

Temporary Help Agencies
Description: This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly rate charged by the agency, the approximate duration of employment, the name of the contact person at the agency and a description of the selection criteria. ***Class of Individuals:*** Personnel referred by the agencies. ***Purpose:*** The purpose of this bank is to maintain a record of temporary help personnel. ***Consistent Uses:*** This bank is also used to back up financial records and invoices. ***Retention and Disposal Standards:*** The records are retained for two years for administrative purposes and then destroyed. ***Related to PR#:*** FCC ADM 920 ***TBS Registration:*** 003011 ***Bank Number:*** FCC PPU 030

Manuals

- FCC-NISA Loan Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries for information about the Corporation and its policies and procedures to:

Farm Credit Corporation
1800 Hamilton Street
(P. O. Box 4320)
Regina, Saskatchewan
S4P 4L3

(306) 780-8100

Edmonton Service Centre

Suite 1200
10250 – 101 Street
Edmonton, Alberta
T5J 3P4

(403) 495-4488

Winnipeg Service Centre

400 – 5 Donald Street
Winnipeg, Manitoba
R3L 2T4

(204) 983-4039

Guelph Service Centre

1030 Gordon Street
Guelph, Ontario
N1G 4X5

(519) 826-2052

Moncton Service Centre

1133 St. George Blvd., Suite 230
Moncton, New Brunswick
E1E 4E1

(506) 851-6595

Ste-Foy Service Centre

979, avenue de Bourgogne
Bureau 300
Ste-Foy, Quebec
G1W 2L4

(418) 648-3993

Reading Room

The Corporation's boardrooms and libraries have been designated under the Access to Information Act as public reading rooms. They are located in the head office and regional offices at the addresses listed above under Additional Information.

Federal Bridge Corporation Limited
Chapter 51

General Information

Background
The Federal Bridge Corporation Limited (FBCL) was established in 1998 under the Canada Business Corporations Act, and is designated a proprietary corporation (Schedule 111, Part 1) within the meaning and purpose of the Financial Administration Act.

Responsibilities
The Corporation was incorporated with a mandate to replace The St. Lawrence Seaway Authority as the corporate body with responsibility for superintending the Authority's non-navigational assets. The St. Lawrence Seaway Authority was dissolved on December 1, 1998 pursuant to provisions of the Canada Marine Act. The management of the Authority's navigational assets was transferred to a not-for-profit corporation while the Authority's non-navigational assets were transferred to FBCL.

FBCL also ensures the acquisition of lands for, and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States; and the acquisition of lands for, and construction or acquisition, maintenance and operation of such bridges and works or other property as the Governor in Council may deem necessary. FBCL reports to Parliament through the Minister of Transport.

The Seaway International Bridge Corporation, Ltd.: Its head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners – The Federal Bridge Corporation Limited of Canada and the United States Saint Lawrence Seaway Development Corporation.

The Jacques Cartier and Champlain Bridges Incorporated was established to provide the public with a safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute.

The main business involvement of FBCL at the Thousand Islands Bridge is the operation of the Canadian portion of the Thousand Islands Bridge System at Ivy Lea, Ontario which is administered for FBCL on a contract basis, by the Thousand Islands Bridge Authority in the United States.

Legislation
- The Jacques Cartier and Champlain Bridges Inc. Regulations SOR/98-568
- The Seaway International Bridge Corporation, Ltd. Regulations, SOR/98-569 and SOR/99-140

Organization
The full-time President, appointed by Order-in-Council, and two part-time Directors, appointed by the Minister of Transport, constitute the Corporation's board of directors. The President, the Corporate Secretary and Legal Counsel, the Vice-President Human Resources, the Directors of Administrative Services and Human Resources and a civil engineer are located in the Corporation's head office in Ottawa.

♦ Corporation Services
Supports the board of directors and staff by providing specialized services, analytical skills, expertise, assistance and advice in the technical and management areas of the Corporation's organization to respond effectively to the Corporation's business needs and objectives. Provides pro-active leadership and facilitation skills in formulating corporate-wide policies, programs, standards, procedures and policies.

Assists the board of directors and staff in determining strategic directions for the Corporation. Provides input and leadership in the determination of strategic objectives and helps develop action plans and tactical strategies to meet objectives. Monitors and responds to external legislation and regulations affecting the Corporation. Effects research and feasibility studies that could have corporate-wide implications, and assists in their implementation.

♦ Administrative Services
These services include Purchasing and Office Support, Real Property Management, Records Management and Risk Management.

Facilitates the setting of corporation-wide standards for asset management. Facilitates the contract tendering process. Manages the administration, the development, leasing or disposal of corporation-wide owned property. Facilitates and coordinates the Risk Management Program and Insurance Portfolio.

♦ Employee Relations/Human Resources Services
Manages the negotiations of all Collective Agreements and represents the Corporation in the settlement of grievances and other labour issues at the final level. Establishes and manages benefits and compensation

programs. Coordinates and facilitates the assessment of management training and development needs.

♦ Finance and Accounting Services

Oversees the integrity of the Corporation's financial statements and reports to the board of directors on the financial performance of the organization. Manages the Corporation's treasury portfolio; administers the daily cash flow and project funding requirements; initiates investments for short and long term needs. Plans and coordinates the Corporation's budget process and provides input to the Corporate Plan.

♦ Subsidiaries and Other Interests:

The Corporation has two subsidiaries: The Seaway International Bridge Corporation, Ltd. and The Jacques Cartier and Champlain Bridges Incorporated.

The Thousand Islands Bridge is administered by the Thousand Islands Bridge Authority in the United States under a management agreement assigned to the Corporation by the Saint Lawrence Seaway Authority.

Information Holdings

Program Records

Bridges
Description: Information on the improvement, repair and maintenance of bridges; also the maintenance and repair of equipment associated with these structures. ***Topics***: St. Louis de Gonzague Bridge, Valleyfield Bridge.
Program Record Number: FBCL ZZZ 005

Champlain Bridge
Description: Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). ***Topics:*** Champlain Bridge – general; maintenance and repair contracts; professional service contracts; traffic signs.

Jacques Cartier Bridge
Description: Information about the administration of the Jacques Cartier Bridge. ***Topics:*** Jacques Cartier Bridge – general; maintenance and repair contracts; professional service contracts; traffic signs.

The Seaway International Bridge Corporation, Ltd.
Description: Information on the Seaway International Bridge Corporation, Ltd., the South Channel Bridge, the North Channel Bridge and tolls. ***Topics:*** operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation, bridge passes, shareholders'and directors' meetings.

The Thousand Islands Bridge
Description: Information on the Thousand Islands Bridge Authority, the Thousand Islands Bridge, leases and tolls.
Topics: operation and maintenance; agreement with the Thousand Islands Bridge Authority, directors'meetings.

Manuals

The Federal Bridge Corporation Limited
- Canada Labour Code

The Jacques Cartier and Champlain Bridges Incorporated
- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Canada Building Code
- Canada Electrical Code
- Canada Labour Code
- Canadian Standards Association
- Canadian Uniform Traffic Control Devices Manual
- Contract Administration for Project Managers manual
- D.S.S. Customer Manual
- General Instructions on Highway Signalization, Quebec
- Preventive Maintenance Manual – Electricity
- Purchase Manual
- Quebec Highway Safety Code

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information may be directed to:

The Federal Bridge Corporation Limited
World Exchange Plaza
Suite 840, 45 O'Connor Street
Ottawa, Ontario
K1P 1A4

Tel.: (613) 993-7647

The Seaway International Bridge Corporation, Ltd.
Manager
P.O. Box 836
Cornwall, Ontario
6H 5T7

Tel: (613) 932-6601

The Jacques Cartier and Champlain Bridges Incorporated
General Manager
111 St. Charles Street W., West Tower
Suite 600
Longueuil, Québec
J4R 5G4

Tel: (450) 651-8771

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the following institutions has been designated as a public reading room. The addresses are:

The Federal Bridge Corporation Limited
World Exchange Plaza
Suite 840, 45 O'Connor
Ottawa, Ontario

The Jacques Cartier and Champlain Bridges Incorporated
111 St. Charles Street W., West Tower
Suite 600
Longueuil, Quebec

The Seaway International Bridge Corporation, Ltd.
Administration Building
Cornwall Island
Cornwall, Ontario

Fisheries and Oceans Canada

Chapter 52

General Information

Background

The Constitution Act, 1867 gives Parliament jurisdiction over "Sea Coast and Inland Fisheries. " The Fisheries Act, 1868 was enacted in accordance with this responsibility. The Department of Fisheries and Oceans Act, 1978 – 79 established the Department and provides jurisdiction over sea coast and inland fisheries, fishing and recreational harbours, hydrography and marine sciences and the coordination of policies and programs of the Government of Canada respecting oceans. The Canadian Coast Guard, formerly a part of Transport Canada, merged with the former DFO on April 1, 1995. The Constitution Act, 1982, the Canada Shipping Act, the Arctic Waters Pollution Prevention Act, the Navigable Waters Protection Act, the Department of Transport Act and the National Transportation Act are the principal Acts governing marine transportation activities. Legislative authorities concerning the integration of Coast Guard were finalized last year. The Fisheries Act is the primary piece of legislation for managing fisheries and the Oceans Act lays out the foundation for the department's oceans agenda.

Responsibilities

While other government departments contribute to the management of Canada's water-based activities, the primary focus of Fisheries and Oceans is on water and the resources it contains. It has responsibility for all matters respecting oceans not by law assigned to any other department. The scope of this responsibility and the extent to which it is exercised by the federal government have been determined by judicial interpretation, agreements with provinces and the evolution of public policy.

Specific responsibilities include:

- Provision of policies and programs for the provision of water transportation system and services interests contributing to safe, efficient and economical conduct of marine activities, protection of the marine environment in Canadian waters and, where appropriate, undertaking development, operation and maintenance of specific elements of the marine transportation system.
- Scientific research respecting stock assessment and resource conservation requirements, aquaculture regulation and development, primary production, physical oceanography and limnology (studies in freshwater), hydrographic surveying and charting, environmental issues and the behaviour and effects of marine contaminations, and administration of various Federal acts, regulations and policies designed to conserve and protect the aquatic habitat.

Legislation

- Aboriginal Communal Fishing Licences Regulations
- Aids to Navigation Protection Regulations
- Alberta Fishery Regulations
- Arctic Waters Pollution Prevention Act
- Atlantic Fisheries Restructuring Act
- Atlantic Fishery Regulations, 1985
- Bait Services Fee Order
- British Columbia Sport Fishing Regulations
- Canada Shipping Act
- Canadian Environmental Assessment Act
- Coastal Fisheries Protection Act
- Coastal Fisheries Protection Regulations
- Department of Fisheries and Oceans Act
- Fish Health Protection Regulations
- Fish Toxicant Regulations
- Fisheries Act
- Fisheries Development Act
- Fisheries Improvement Loans Act
- Fisheries Improvement Loans Regulations
- Fisheries Prices Support Act
- Fishery (General) Regulations
- Fishing and Recreational Harbours Act
- Fishing and Recreational Harbours Regulations
- Fishing Vessel Insurance Regulations
- Fishing Zones of Canada (Zone 6) Order
- Fishing Zones of Canada (Zones 1, 2 and 3) Order
- Fishing Zones of Canada (Zones 4 and 5) Order
- Foreign Vessel Fishing Regulations
- Freshwater Fish Marketing Act
- Great Lakes Fisheries Convention Act
- Kenney Dam and Skins Lake Spillway Orders and Regulations
- Management of Contaminated Fisheries Regulations
- Manitoba Fishery Regulations, 1987
- Marine Mammal Regulations
- Marine Navigation Services Fee Regulations
- Maritime Provinces Fishery Regulations
- Metal Mining Effluent Regulations
- Nautical Charts and Related Publications Fees Order
- Navigable Waters Protection Act
- Newfoundland Fishery Regulations
- Northwest Territories Fishery Regulations

- Ocean Data and Services Fees Order – SI\86-133
- Oceans Act
- Ontario Fishery Regulations, 1989
- Pacific Fishery Management Area Regulations
- Pacific Fishery Regulations
- Private Buoy Regulations
- Quebec Fishery Regulations
- Sable Island and St. Paul Island Regulations
- Saskatchewan Fishery Regulations
- Small Vessel Regulations
- Territorial Sea Geographical Coordinates Order
- Yukon Territory Fishery Regulations

Organization

There are six major Activities under the departmental mandate which are administered by Assistant Deputy Ministers who are responsible for broad policy formulation, strategic and operational planning, resourcing, scientific and technical services and functional guidance to the Regional Directors General who provide for Program delivery.

Deputy Minister

In accordance with section 3 of the Department of Fisheries and Oceans Act the Deputy Minister of Fisheries and Oceans is the deputy head of the Department. The Office of the Deputy Minister develops, coordinates and implements the Departmental Program consistent with the powers, duties and functions outlined in section 4 of the Act and provides administrative support to Crown Corporations for which the Minister has responsibility. Program objectives are carried out by one Associate Deputy Minister (Associate DM) and six Assistant Deputy Ministers (ADMs) located at headquarters in Ottawa, Ontario and five Regional Directors General (RDGs) located across the country. In addition to the Associate DM, ADMs and RDGs, the Director General, Communications and General Counsel also report directly to the Deputy Minister.

- Communications – develops communications strategies and supports the initiatives of all sectors as well as scientific publications.
- General Counsel – Department of Justice legal services attached to DFO provide legal counsel on all matters touching the operation and administration of the Department.

Associate Deputy Minister

The Associate Deputy Minister is responsible for managing all aspects of the Department in co-operation with the Deputy Minister. The Associate DM's duties include a special focus on:

- Human resource management issues, such as La Relève;
- Essential change activities within the Department, including enhancement of the management model for DFO and working with employee consultative/advisory committees (the National and Regional Advisory Committees) in support of their renewal efforts.
- Issues related to the merger of the fleets and shore installations of the former DFO and Coast Guard;
- Development of the Oceans Management Strategy
- Fisheries restructuring on the Atlantic and Pacific coasts
- Aquaculture

The Associate DM has direct responsibility for the Review Directorate, which assesses the appropriateness and strength of the management framework and makes suggestions for improvements; evaluates policies and programs and makes recommendations for their confirmation, modification or discontinuation. The Review Directorate is also the focal point for Auditor General Audits.

♦ ADM, Corporate Services

The ADM, Corporate Services provides executive direction, coordination, corporate administrative services and human resource planning in support of Program objectives and is responsible for:

- Access to Information and Privacy – provides Departmental focal point for responding to requests under the Access to Information Act and the Privacy Act.
- Finance and Administration – provides advice and services in areas of resource management, financial planning, accounting and reporting, policy and systems, contracting and procurement, asset management (not including Small Craft Harbours) and administration and security.
- Information Management and Technology Services – provide advice and services in the areas of application development, information and data management (including libraries), computer processing and telecommunications.
- Personnel – provides human resource management, advice and services for human resource planning, classification and organisation, staffing and workforce adjustment, executive resourcing, staff relations, compensation, training and development, employment equity, official languages, occupational health and safety, incentive/merit awards, employee assistance program, career counselling, and personnel management information systems.
- Strategic Policy and Planning – provides corporate policy development and coordination, strategic planning, economic analysis in support of policy development, market analysis and intelligence, federal/provincial relations, legislative and regulatory review.

- Newfoundland Bait Program (NBP) – unique to Newfoundland, the NBP was established in 1934 and operates under the authority of the Terms of Union between Newfoundland and Canada and provides fishers with a source of affordable bait.
- Small Craft Harbours – administration and maintenance of a national system of harbours to provide fishers and recreational boaters with safe and accessible facilities ranging from isolated mooring buoys to large, full service facilities. Small Craft Harbours (SCH) is also responsible for the Harbour Authority Program which encourages the formation of non-profit corporations (i. e. , harbour authorities). Comprised of fishers and other users, harbour authorities assume the day-to-day management and operation of the fishing harbours the industry deems to be most important. It's also responsible for the Recreational Harbour Divestiture Program which overseas the transfer of SCH's inventory of recreational harbours to public and private sector interests. Small Crafts Harbours is responsible for the rationalization of fishing harbours to devolve derelict harbours and refine the inventory to core harbours, essential to the industry.
- Year 2000 Project – provides advice and services relating to Year 2000 and its complexities.

♦ ADM, Fisheries Management

The ADM, Fisheries Management is responsible for:

- International Affairs – the role is to direct the conduct of international relations to advance Canada's fisheries conservation interests and works to assert Canadian interests with respect to internationally managed fish stocks. This includes the negotiation and administration of international treaties and agreements affecting conservation, allocations, the conduct of bilateral and multilateral fisheries relations with other countries, the settlement of issues related to maritime boundary disputes as well as the formulation and presentation of international fisheries conservation and allocation advice to the Minister.
- Aboriginal Affairs – develops Native fisheries policies, administers the Aboriginal Fisheries Strategy in British Columbia, the Atlantic provinces and Arctic Canada, negotiates fishing provisions of land claims settlements in British Columbia, the Northwest Territories, Newfoundland and Quebec offshore and implements land claims and negotiates Aboriginal self government throughout the country.
- Assistance to the Sealing Industry Program – coordination of the annual seal hunt.
- Atlantic Fisheries and Pacific Region Licensing Appeal Boards – hear appeals from fishermen dissatisfied with departmental licensing decisions and consider general problems on licensing policy.
- Conservation and Protection – ensures compliance with legislation, policies and programs in support of conservation and sustainable fisheries resources through educational and enforcement programs in both tidal and non-tidal waters except in Ontario, Quebec and the Prairie Provinces. Fishery management plans, policies, programs and regulations ensure sustainability of stocks and fair distribution of harvestable surpluses.
- Licensing – provides a means for regulating participation in and access to the fishery to ensure that the harvest remains within conservation limits and promotes economic viability.
- Responsible Fishing Programs – contribute to resource conservation of fish stocks through the development and industry use of selective fishing practice and industry's endorsement and implementation of the Code of Conduct for Responsible Fishing.
- The Freshwater Fish Marketing Corporation – advice and analysis of issues relating to the operations and mandate of this Crown Corporation are provided to the Minister on an ongoing basis. The Department coordinates on an annual basis the development and approval by Treasury Board and the Department of Finance of the corporate plan and operating and capital budgets of this Corporation.

♦ ADM, Marine Services/Commissioner, Canadian Coast Guard

The ADM, Marines Services and Commissioner, Canadian Coast Guard, develops and operates the national marine transportation system and is responsible for:

- Coast Guard College – prepares Officer Cadets for a career in the Coast Guard, provides training in search and rescue, Marine Communications and Traffic Services, marine engineering, navigation, shipboard management and provides residential facility for conferences and meetings in the Maritimes.
- Icebreaking and Arctic Operations – provides, operates and maintains icebreaking ships, facilities and services, manages a program of ice management, coordinates an annual Eastern Arctic Sealift, supports other government departments and agencies in safe and efficient movement of marine traffic in ice-infested waters, supports other government marine related activities, including sovereignty in the Canadian Arctic and operates a program to minimize the effect of flooding caused by ice jams on the upper St. Lawrence River.
- Marine Navigation Services – provides, operates and maintains a system of short and long range aids to navigation, oversees private aids to navigation systems, provides public safety information services and provides waterways management and protection.
- Marine Technical and Support Services – provides marine users with support to aids to navigation, search

and rescue operations, civil construction and modernisation of Coast Guard facilities, design, development, acquisition and repair of electronic, communications, navigation network, radar and computer systems and coordination of matters dealing with environmental issues.

- Rescue and Environmental Response – provides marine search and rescue capability within the Canadian area of responsibility as defined under International Maritime Organization agreements and in Canadian waters of the Great Lakes and St. Lawrence system, promotes safety to the marine public in order to minimize loss of life and injury as well as the loss of property, provides emergency planning and environmental response to clean up pollution from shipping incidents, on a cost recovery basis and carries out a monitoring and oversight role as part of the joint Industry/Government partnership on spill response.
- Marine Communications and Traffic Services – provides support to aids to navigation, civil construction and modernization of Coast Guard facilities, design, development, acquisition and repair of electronic, communications, navigation network, radar and computer systems and coordination of CCG's environmental responsibilities.

♦ ADM, Oceans

The ADM, Oceans ensures the development of an integrated departmental approach to the discharge of our oceans responsibilities, Chief Scientist duties related to international marine science responsibilities, and is responsible for:

- Habitat Management – design, development and coordination of policies, plans and programs related to the protection and conservation of aquatic habitats; investigation and monitoring of chemical and physical conditions which affect the quality of the aquatic environments; environmental assessments of projects impacting the aquatic environment; compiling information in support of sustained economic utilization of Canada's renewable aquatic resources; and monitoring the management of the quality of the aquatic habitat.
- Oceans – the development of a national oceans strategy and developing policies and programs for marine protected areas, integrated coastal zonal management, marine environmental quality and other related oceans initiatives. Also, the Canadian Environmental Assessment Act Public Registry.

♦ ADM, Policy

The ADM, Policy is responsible for:

- Strategic Priorities and Planning – leadership to develop a departmental strategic plan that reflects the objectives and interests of all sector and the regions; advice and support to sectors and regions in their own strategic planning initiatives, including the provision of tools and resources to assist, such as environmental scans and analyses; lead a coordinated approach to developing departmental priorities.
- Economic and Policy Analysis – economic analysis, statistical services and policy development advice on a wide range of domestic economic issues and international trade related matters.
- Aquaculture, Restructuring and Adjustment – lead the design and development of licence retirement programs for Atlantic and Pacific Canada that respond to the state of the stocks and meet the objectives established by Cabinet; policy and economic analysis in the context of fisheries restructuring, licensing and allocation policy, and co-management agreements.
- Planning, Coordination and Liaison – leadership in developing legislative and regulatory instruments to support the fishery of the future, and other departmental and government-wide priorities for renewal and enhanced performance; policy and regulatory analysis in support of legislative initiatives led by other sectors, including amendments to the Coastal Fisheries Protection Act, Navigable Waters Protection Act and the Canada Shipping Act; policy leadership on the development of additional bilateral mechanisms for intergovernmental cooperation; work to enhance the effectiveness of intergovernmental for a like the National Council of Fisheries Ministers, and the Atlantic Council of Fisheries Ministers; policy leadership and support to promote the full and productive implementation of the Canada-B.C. Agreement.
- Governance – provide a single focus of expertise to support the development of new governance models in areas already identified for change; advise the department on horizontal governance initiatives that affect DFO programs and mandate.

♦ ADM, Science

The ADM, Science ensures the highest standard of scientific information for use in developing policies, regulations and legislation regarding oceans and aquatic life and is responsible for:

- Fisheries and Oceans Science – provides timely and reliable scientific information, understanding and advice for the conservation and sustainable use of fish and other living aquatic resources, for the sustainable development of Mariculture and fish health protection, and on oceans coastal waters and marine and freshwater ecosystems in support of environment and fish habitat management, integrated resource management, offshore development, climate prediction, marine services, coastal engineering, defence and shipping.
- Hydrography – enhances the safety and efficiency of navigation for vessels operating in Canadian waters by undertaking field surveys to measure water depth, bottom morphology, bottom type and composition, tides, water levels, near surface currents, sound velocity and turbidity. Accurate charts and navigational

publications of Canadian and adjacent international waters are compiled and published.

♦ Offices of Regional Directors General (RDG)

Regional Directors General are responsible for Program Delivery in meeting the mandate of the Department under the functional guidance of the Deputy Minister, the SADM and the ADM's. Each Region is described hereunder:

- Central and Arctic Region – encompassing Alberta, Saskatchewan, Manitoba, Ontario, the Northwest Territories and Nunavut, it contains about 67% of Canada's freshwater and seven of the 14 largest lakes in the world, emphasising cleanup and preservation initiatives in the Great Lakes. It accounts for about 60% of Canada's recreational fishing which exceeds the commercial fishery catch. Some 50% of the commercial catch is marketed through the Freshwater Fish Marketing Corporation. In marine transportation it directly supports shipping with nearly 200 icebreaking responses, over 1,300 search and rescue responses and it maintains nearly 5,900 navaids. It provides primary marine pollution response North of 60 as well as the Eastern Arctic Sealift which resupplies coastal communities in the Arctic. Search and rescue services in the Great Lakes are provided to the highest concentration of pleasure craft in the country and the Region supports commercial marine traffic to the North American heartland.
- Laurentian Region – encompassing the Province of Quebec, it covers more than 6,000 kilometres of coastline. Fisheries sector includes over 5,000 fishermen, nearly 1,800 vessels, nearly 100 processing plants and over 380 small craft harbours. A marine science research centre, the Maurice-Lamontagne Institute, Mont-Joli, provides fisheries, oceanographic and hydrographic research. DFO manages the entire marine fishery in the region except for anadromous and catadromous species which are managed by the Province. In marine transportation it directly supports shipping with nearly 500 icebreaking responses, over 1,200 search and rescue responses and it maintains more than 2,550 navaids. It ensures year-round access to the Port of Montreal and other ports on the St. Lawrence. Due to its icebreaking program, it safeguards susceptible water-side communities which may experience the effects of floods.
- Maritimes Region – encompassing the three Maritime provinces and adjacent waters out to the 200-mile limit of the economic zone, the coastline covers approximately 8,600 km. The region has a very active diverse commercial fishery that includes approximately 30,000 fishermen on over 10,000 vessels, some 490 harbours, 530 registered fish plants employing some 21,000 fish plant workers and a commercial fishery that landed some 430,000 tonnes of product for a preliminary landed value of 728 million dollars in 1997. In addition, the aquaculture industry harvested 20,000 tonnes for a landed value of nearly 171. 2 million dollars in 1997. Coast Guard services are provided through three major land bases; some 5800 navigational aids; a regional fleet consisting of 13 major vessels, including 2 heavy icebreakers, 4 oceanographic and fisheries research vessels, 5 icebreaking buoytenders, 2 offshore patrol vessels, 21 small crewed patrol, buoytending and research craft; and 8 helicopters.
- Newfoundland Region – comprising the province of Newfoundland and Labrador along with adjoining marine waters, the coastline covers nearly 29,000 km. With more than 95% of the province's communities being scattered along the coast, the economic and social complexion of this region is dominated by the fishery. Traditionally, cod has been the dominant species in the commercial groundfish fishery, however, since the various moratoria on cod and other groundfish species, shellfish (crab, lobster, scallops) have gained prominence. A small but growing high-tech ocean science and technology industry is evident. In marine transportation the Coast Guard's 14 ships and 4 helicopers support shipping with nearly 300 icebreaking responses, over 400 search and rescue responses and the maintenance of nearly 1,000 navaids.
- Pacific Region – comprising British Columbia and the Yukon, it is entrusted with managing and protecting Pacific marine fish stocks, covering 105 river systems in B. C. , as well as three northern transboundary rivers, the Stikine, Taku and Yukon. This region supports commercial, recreational and aboriginal fisheries and significant Canadian oceans science and technology industries. In marine transportation it directly supports shipping with over 2,200 air and marine search and rescue responses and it maintains more than 1,950 navaids.

Information Holdings

Program Records

Associate Deputy Minister

Corporate Review
Description: Review. ***Topics:*** Information on studies conducted on management challenges, results and other dimensions of performance of internal programs, policies, operations, systems and practises. ***Storage Medium:*** Computer and paper files. ***Program Record Number:*** DFO CRP 210

Evaluation
Description: Program evaluation. ***Topics:*** Evaluation on the relevance, success and cost-effectiveness of internal departmental programs and activities. ***Storage Medium:*** Computer and paper files. ***Program Record Number:*** DFO CRP 220

Internal Audit
Description: Internal Audit. ***Topics:*** Information on the efficiency, economy and effectiveness of internal management policies, practises and controls: improvements required. ***Storage Medium:*** Computer and paper files. ***Program Record Number:*** DFO CRP 215

♦ ADM, Corporate Services

National Project Management Office for Year 2000
Description: Information on all aspects of the DFO Year 2000 project including (but not limited to) project planning, business continuity planning, standards and guidelines, regional information, project funding, Year 2000 product compliance letters, and related topics. ***Topics:*** Year 2000 and its complexities as it affects both Department Wide Mission Critical and Government Wide Mission Critical functions within the Department. The files created during this project are classified using the departmental records management policy. ***Program Record Number:*** DFO CRP 500

♦ ADM, Fisheries Management

Aboriginal Affairs
Description: Information on aboriginal fishing policies, programs and issues. ***Topics:*** Aboriginal fishing issues and programs; land claims. ***Program Record Number:*** DFO MAN 320

Enforcement
Description: Conservation and protection of fisheries, surveillance and enforcement records. ***Topics:*** Offshore, inshore and inland surveillance and enforcement activities. ***Program Record Number:*** DFO MAN 305

Responsible Fishing Programs
Description: Reports, guidelines, protocols, mandates, administration, support initiatives throughout the fishing industry. ***Topics:*** Code of Conduct for Responsible Fishing Operations, Program for Energy Research and Development. These Programs cover areas such as Responsible Fishing, gear development, implementation of the Canadian Code of Conduct, and partnering with industry. ***Access:*** Records arranged according to document management criteria set out by the Department. ***Storage Medium:*** Some on EDP database; others hard copy. ***Program Record Number:*** DFO MAN 330

Fisheries Licence Appeal Board
Description: Information on fisheries licences (Atlantic and Pacific). ***Topics:*** Appeals from fishermen dissatisfied with departmental licensing decisions; licensing policy; recommendations to the Minister. ***Program Record Number:*** DFO MAN 310

Fisheries Management
Description: Management of the fisheries, including habitat resource rehabilitation. ***Topics:*** Resource management; allocation and regulations development; licensing; native affairs – food fisheries; land claims and agreements; employment; band by-laws. ***Program Record Number:*** DFO MAN 315

Structural Adjustment Programs
Description: Information on advice and analysis of issues relating to the operations and mandate of the Freshwater Fish Marketing Corporation (FFMC). ***Topics:*** Corporate Plans, and Operating and Capital Budgets of the FFMS Corporations. ***Program Record Number:*** DFO MAN 325

♦ ADM, Marine Services/Commissioner, Canadian Coast Guard

Aids to Navigation – Marine
Description: Information on the establishment, operation and maintenance of visual, audio and electronic aids to navigation. ***Topics:*** Buoys; lights; beacons; fog signals; radio communication systems; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts, dredging fees. ***Access:*** By subject and geographic site. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DFO CCG 105

Ice Operations
Description: Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. ***Topics:*** Icebreaking; ice reporting; reconnaissance; ice escorting; International Ice Patrol; methods and equipment. ***Program Record Number:*** DFO CCG 130

Marine Communications and Traffic Services
Description: Information on the establishment, operation and maintenance of Marine Communications and Traffic Services infrastructure. ***Topics:*** Marine Radio Communications and Vessel Traffic Services Systems, notices to shipping and notices to mariners, buildings, structures, remote sites, services contracts. ***Program Record Number:*** DFO CCG 205

Navigable Waters – Obstructions
Description: Information on obstructions in navigable waters. ***Topics:*** Obstructions in navigable waters; wrecks and derelicts. ***Access:*** Files arranged by subject, individual, company, geographic location, waterway, type of obstruction or names of derelicts or wrecked vessels. ***Storage Medium:*** Microfilm, computerised data bank, lists and files. ***Program Record Number:*** DFO CCG 135

Navigable Waters – Protection
Description: Information on policies, regulations, applications and approvals for industrial and other

construction plans affecting navigable waters. ***Access:*** Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work. ***Storage Medium:*** Microfilm, files, computerised data bank. ***Program Record Number:*** DFO CCG 140

Pollution
Description: Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. Includes emergency plans and operations concerning the clean-up of oil or other pollutants. ***Topics:*** Rules; regulations; policies; plans; operations; reports; methods and equipment. ***Program Record Number:*** DFO CCG 150

Recreational Boating and Seamanship
Description: Information on recreational boating and seamanship. ***Topics:*** Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment. ***Program Record Number:*** DFO CCG 145

Search and Rescue – Coast Guard
Description: This class covers information relating to search and rescue operations, and lifesaving stations. ***Topics:*** Lifesaving stations; search and rescue; equipment and supplies. ***Access:*** Files arranged by subject, and geographically by name of lifesaving station. ***Program Record Number:*** DFO CCG 155

Ships – Canadian Government
Description: Information on the operations, functions and services performed by the Canadian Coast Guard fleet, such as northern supply operations, support to aids to navigation, icebreaking and search-and-rescue. This includes the Polar Icebreaker Vessel Project and information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. ***Topics:*** Purchases; charters; sales; services; northern transportation; accidents and damage claims; fuel; movements; provisioning; repairs and inspections. ***Access:*** Files arranged by subject and name of Coast Guard vessel. ***Program Record Number:*** DFO CCG 165

Small Vessel Safety
Description: Information on inspection, regulations and procedures, including small vessel inspection, and capacity and horsepower plates and Safe Boating Guides. ***Topics:*** Regulations; procedures; small vessel inspection; and capacity and horsepower plates. ***Access:*** Files arranged by subject and names of small vessels. ***Program Record Number:*** DFO CCG 170

Telecommunications and Electronics – Marine
Description: Information on the life cycle management including establishment, design, procurement of equipment, operation and maintenance of stations and systems that provide communications and electronic navigation aids to the Canadian Coast Guard and marine transportation. ***Topics:*** Life cycle management establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security and frequencies. ***Access:*** Files arranged by subject, geographical location and name of Coast Guard ship. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DFO CCG 200

Waterways
Description: Information on water levels and gauges, St. Lawrence waterways and the Canso Canal. ***Topics:*** Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence ship channel. ***Program Record Number:*** DFO CCG 106

♦ ADM, Oceans

Description: Information on habitat management, protection, enforcement, restoration and development; development of oceans and oceans resource conservation and protection initiatives; federal environmental assessment; scientific research on fish habitat, changes to or destruction of fish habitat and chemical contamination of fish habitat. ***Topics:*** Habitat protection, operations, planning, restoration and development; resource rehabilitation and enhancement; carrying capacity of fish habitat; physical alteration of fish habitat; toxic chemicals; contaminants; Marine Protected Areas, Marine Environmental Quality, and Integrated Coastal Zone Management. ***Program Record Number:*** DFO SCI 605

Canadian Environmental Assessment Act Public Registry
Description: The Public Registry contains all records produced, collected and submitted with respect to any environmental assessment project undertaken by the Department. ***Topics:*** Reports relating to assessments; comments filed by the public in relation to the assessment; any records prepared by the responsible authority for the purposes of Section 38; any records produced as the result of the implementation of any follow-up program; any terms of reference for a mediation or a panel review; and any documents requiring mitigation measures to be implemented. ***Program Record Number:*** DFO SCI 625

♦ ADM, Policy

Atlantic Groundfish Strategy (TAGS)
Description: Information is used by HRD to assess eligibility of applicants for income support benefits and by DFO to assess eligibility for licence or early retirement benefits under TAGS. Information on the Commercial Fishing Licence Database includes such fields as name, address, SIN, FIN and VIN. ***Program Record Number:*** DFO POL 505

Economic and Policy Analysis
Description: Information on policies, programs and activities in the areas of socio-economic analysis and policy development. ***Topics:*** Socio-economic analysis and policy; fisheries statistics; bank of information relating to Survey of Atlantic Fisheries, 1984. ***Program Record Number:*** DFO POL 510

Federal-Provincial Relations
Description: Information on federal-provincial-territorial consultations, deliberations, strategies and negotiations adopted by the Department. ***Topics:*** Economic and regional development agreements; frameworks for federal-provincial consultation and liaison; federal-provincial-territorial economic and constitutional issues. ***Program Record Number:*** DFO POL 515

♦ ADM, Science

Fisheries and Oceans Science
Description: Records relate to the acquisition of the knowledge base and provision of scientific advice in the management and development of fisheries and other renewable and non-renewable marine resources. ***Topics:*** Resource assessment; aquaculture and resource development; physical and chemical oceanography; marine ecology; freshwater ecology; university subventions; ocean engineering and technology transfer. ***Program Record Number:*** DFO SCI 610

Hydrographic Service
Description: Bathymetric data; navigational charts – surveys, chart production; geophysical-hydrographic surveys; tides, currents and water levels; sailing directions; ocean mapping; navigation. ***Topics:*** Navigation charts – surveys, production; tides, currents, and water levels; sailing directions; ocean mapping; navigation. ***Storage Medium:*** Full size graphics, micrographics and EDP format. ***Program Record Number:*** DFO SCI 615

♦ Offices of Reginal Directors General (RDG)

Arctic and Inland Fisheries
Description: Information on policy and program coordination and delivery in the Arctic and Inland Fisheries sector of the Department. ***Topics:*** Marine mammal stock assessment and surveys; inland fisheries management; fish habitat disruption; conservation of fishery and marine mammal resources in the Northwest Territories and Nunavut. ***Program Record Number:*** DFO RDG 055

Fisheries Resource Allocation
Description: Management, conservation, protection, enhancement and allocation of all species of the fisheries resource throughout Canada. ***Topics:*** Resource management, allocation, licences, registration of fishers and vessels, quota monitoring, stock enhancement, observer programs, test fisheries, consultation and negotiation, Aboriginal Fisheries Strategy, Salmonid Enhancement Program, regulation amendments, habitat rehabilitation, MOUs and agreements, Advisory Boards and Committees. ***Access:*** Records stored by Region, numerically and by subject. ***Storage Medium:*** Records in paper, microfiche, and EDP format. ***Program Record Number:*** DFO RDG 060

Sector Management (Seals and Marine Mammals)
Description: Information on the Atlantic coast seal hunt and marine mammal conservation issues and activities. ***Topics:*** Seal catch statistics and seal licensing policy, development projects under the Assistance to the Sealing Industry Program; bycatch of marine mammals, recreational observation of marine mammals, strandings, live capture and export of marine mammals; and laws and regulations pertaining to marine mammals. ***Program Record Number:*** DFO RDG 065

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

♦ ADM, Corporate Services

Harbour Managers

Description: Information on Harbour Managers, who may also be designated as Enforcement Officers, appointed by the Minister in accordance with the Fishing and Recreational Harbours Act, namely: name, address, identification number, badge number, date of appointment (and cancellation) and remuneration. They provide on-site management, collect revenue and enforce the Act and Regulations. ***Class of Individuals:*** Harbour Managers. ***Purpose:*** Active and historic information from this bank is required for administration purposes. ***Consistent Uses:*** The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. ***Retention and Disposal Standards:*** The retention and disposal information in this bank is to be determined with departmental records management and the National Archives of Canada. ***TBS Registration:*** 003624 ***Bank Number:*** DFO PPU 070

Manuscript Reviews

Description: A list of qualified referees (specialists in a variety of disciplines along with records of the receipt, review and appraisal of manuscripts selected for publication or rejected. ***Class of Individuals:*** A list of qualified referees (specialists in a variety of disciplines). ***Purpose:*** To record receipt, review and appraisal of manuscripts selected for publication or rejection, and to maintain a list of qualified referees. ***Retention and Disposal Standards:*** Six years after publication (or non-publication), transfer to Historical Records Section of National Archives of Canada for selective retention. ***NAC Number:*** 86/001 ***TBS Registration:*** 003613 ***Bank Number:*** DFO PPU 020

Personal Information Disclosed to Federal Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act and pursuant to paragraph 8(2)(e), this bank is comprised of copies of requests received from authorized federal investigative bodies along with all records relating to the processing of those requests. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last administrative action. ***NAC Number:*** 86-001 ***TBS Registration:*** 001741 ***Bank Number:*** DFO PPU 085

Real Property Records

Description: This bank contains leases, licences and agreements issued in accordance with the Fishing and Recreational Harbours Act and Regulations, for the occupancy and use of harbour property. Names, addresses, telephone numbers, description of property, length of term, rental and other considerations are included. Also contained in this bank are legal title documents covering federal ownership of property. ***Class of Individuals:*** The information contained in this bank relates to governments, Harbour Authorities, commercial entities and private individuals. ***Purpose:*** The information in the bank is used for administrative purposes, to ensure controlled use of harbour property, accounting records and audit purposes. ***Retention and Disposal Standards:*** Records are retained in accordance with departmental records management and the National Archives of Canada. ***TBS Registration:*** 003630 ***Bank Number:*** DFO PPU 065

Requests Made Under the Access to Information and Privacy Acts

Description: This bank contains request forms sent by individuals to the Department under the Access to Information Act and Privacy Act along with replies, all records related to processing, exemptions claimed, intervention of third parties, complaints received and reports and recommendations of the Information or Privacy Commissioners. ***Class of Individuals:*** All applicants, under the Access to Information or Privacy Acts, for information controlled by the Department of Fisheries and Oceans. ***Purpose:*** The purpose of this bank is to store information about requests made under the Access to Information Act or Privacy Act. ***Consistent Uses:*** Compiling statistics relating to the administration of the Acts. ***Retention and Disposal Standards:*** Two years after last administrative action. (***Note:*** This retention period has not yet been definitively established by National Archives of Canada.) ***NAC Number:*** 86-001 ***TBS Registration:*** 001740 ***Bank Number:*** DFO PPU 080

♦ ADM, Fisheries Management

Commercial Fishing Licence Databases

Description: The bank contains an alphabetical listing of Atlantic and Pacific licensed commercial fishermen along with fishing vessel profiles. Key data elements are name, address, homeport, fishing category (full-time or part-time), fees paid, vessel name, vessel specifications, species licence entitlements, individual quotas, and DFO identification number. ***Class of Individuals:*** Commercial fishermen. ***Purpose:*** To develop fishing plans, provide for vessel safety inspections and provide a database of information in cases of emergency. ***Consistent Uses:*** This bank may be used as a source of information for other banks such as Surveys (DFO PPU 075), Catch and Effort Data (DFO PPU 055). For the purposes of enforcement and conducting investigations in accordance

with Canadian fisheries legislation, data from Catch and Effort (DFO PPU 055) and DFO Violations (DFO PPU 060) are linked with this bank. Data from this bank is also shared with various provincial departments under s. 8(2)(f) of the Privacy Act, for the purposes of administering a law or conducting a legal investigation. ***Retention and Disposal Standards:*** Retention standards are to be established. ***TBS Registration:*** 003621 ***Bank Number:*** DFO PPU 010

DFO Violations

Description: The bank contains enforcement data on individuals/companies, including detailed information on offences committed under Canadian fisheries legislation. ***Class of Individuals:*** Individuals, with or without a fisherman's licence, and companies. ***Purpose:*** Activities surrounding enforcement and conduct of investigations in accordance with Canadian fisheries legislation. ***Consistent Uses:*** To compile various statistics to determine compliance and surveillance levels, to have an historical database to help identify problem areas for planning purposes. Data is also linked with Catch and Effort (DFO PPU 055) and Commercial Fishery Licence Databases (DFO PPU 010). ***Retention and Disposal Standards:*** The length of retention is to be established with Departmental Records Manager and National Archives of Canada. ***TBS Registration:*** 003620 ***Bank Number:*** DFO PPU 060

Fisheries Improvement Loan Program

Description: The bank contains individual loan files on borrowers with defaulted outstanding loans that have been guaranteed under the Program. ***Class of Individuals:*** Information relates to fishermen with loans guaranteed under the Fisheries Improvement Loans Program. ***Purpose:*** The purpose of the bank is to administer the Fisheries Improvement Loans Program and to safeguard the interest of the Crown by collecting outstanding debts. ***Retention and Disposal Standards:*** Undetermined. ***TBS Registration:*** 003617 ***Bank Number:*** DFO PPU 035

Fishing Licence Appeal Boards

Description: Information on Canadian fishers appealing Departmental decisions respecting the issue, reissue and transfer of fishing licences along with decisions respecting fishers' categorisation and registration of vessels (Atlantic and Pacific). ***Class of Individuals:*** Canadian Fishermen. ***Purpose:*** Process appeals sought by fishers through the appropriate licence appeal board. ***Retention and Disposal Standards:*** Undetermined. ***TBS Registration:*** 003618 ***Bank Number:*** DFO PPU 090

♦ ADM, Marine Services/Commissioner, Canadian Coast Guard

Canadian Emergency Beacon Registry

Description: This information forms a register of 406 MHz emergency beacon numbers, the names, addresses and contact phone numbers of the beacon owners, and a brief description of the vehicle on which the beacon is carried. ***Class of Individuals:*** The general public, private corporations and public agencies that must or have voluntarily registered their ownership of an emergency beacon. ***Purpose:*** To provide information to organisations which participate in the search for and rescue of persons in distress in Canada and worldwide. ***Consistent Uses:*** Should any foreign search and rescue authority receive an alert from a Canadian registered beacon, a description of the vehicle to which the beacon is registered will be passed to that authority upon request. Personal information will be used only by the Canadian search and rescue authorities. ***Retention and Disposal Standards:*** Information is retained indefinitely or until the beacon is destroyed or registered to a new owner. ***PAC Number:*** 77-018 ***Related to PR#:*** DOT MSR 185 ***TBS Registration:*** 002301 ***Bank Number:*** DFO PPU 050

Record of Canadian Coast Guard Command Certificates

Description: This information forms a register of the Command Certificates of Competency issued by the Canadian Coast Guard. It is maintained under the authority of Canadian Coast Guard Fleet Order No. 530. This file contains names, social insurance numbers, birth dates, date and place of examination, date of issue, names of examiners and certificate numbers issued to date. ***Class of Individuals:*** Personnel who have obtained the qualification, generally middle to senior navigation officers or commanding officers. ***Purpose:*** The bank is a record of the number of Command Certificates issued to date and to whom they have been issued. ***Retention and Disposal Standards:*** Files are transferred to the National Archives of Canada after 50 years. ***PAC Number:*** 77-018 ***Related to PR#:*** DOT MSS 200 ***TBS Registration:*** 001052 ***Bank Number:*** DFO PPU 115

Record of Canadian Coast Guard Watchkeeping Certificates and Operations Endorsement

Description: This bank contains names, dates of examination, issue, birth and certificate numbers of Coast Guard watch keeping certificates of competency and operations endorsements issued by the Canadian Coast Guard. ***Class of Individuals:*** Relates to personnel who have acquired the necessary sea service and have subsequently successfully passed examinations. ***Purpose:*** To record the number of certificates issued to date and to whom they have been issued. ***Retention and Disposal Standards:*** Files are transferred to the National Archives of Canada after 50 years. ***PAC Number:*** 77-018 ***Related to PR#:*** DOT MSS 200 ***TBS Registration:*** 001051 ***Bank Number:*** DFO PPU 120

♦ ADM, Policy

Statistics Program

Description: The Department collects commercial fishing "Catch and Effort Data" from commercial fish buyers and vessel skippers and the Dockside Monitoring Program (DMP). The information identifies, but is not limited to, individual vessel and commercial buyers, species weight and quality, information on amount paid (except for DMP data), areas of catch and fishing effort where applicable, on a trip by trip basis (from log books). The operational and statistics system is decentralized, operating from regional offices. National statistics are developed in Ottawa using regional contributions. ***Class of Individuals:*** Commercial fish buyers, vessel skippers, DMP Companies. ***Purpose:*** Stock assessment and quota monitoring purposes, international fisheries agreements, economic and statistical analysis, policy development and analysis. ***Consistent Uses:*** In support of enforcement and the conduct of investigations in accordance with Canadian fisheries legislation, data is linked with the Commercial Fishing Licence Databases (DFO PPU 010) and DFO Violations (DFO PPU 060). Used for annual reporting on Canadian fisheries data to NAFO, OECD and FAO. Also used for economic analyses and program evaluations of various segments of the fisheries and for fisheries management purposes as authorised by the Fisheries Act and other related acts of Parliament. Some personal information maintained in the bank is shared with the Nova Scotia Department of Fisheries with the written consent for disclosure from the individual to whom the information relates. In all the above areas, data are produced in reports containing no personal information. However, personal information is maintained in the bank. ***Retention and Disposal Standards:*** Information in this bank will be held indefinitely due to the historical value of the information. ***TBS Registration:*** 003622 ***Bank Number:*** DFO PPU 055

Surveys

Description: From time to time, surveys are carried out by the Department to obtain information. These surveys include: Commercial Fishing Registration and Licensing Data; Domestic Quota System; Permis-pêcheur-bateau; Commercial Fishing Licence Data; Tidal Water Sport Fishing Licence Data; Licensing; Foreign Licensing and Surveillance System Flash; Aquaculture Licence; Complaint Control System; Import Rejection; Plant Capacity Survey; Vessel Performance Studies; Angler Diary; National Survey of Recreational Fisheries; Coûts et revenus des entreprises de Pêche; Costs and Earning Survey of Commercial Fishermen; Survey of Pacific Costs and Earnings; Fisherman's Income Survey; Atlantic Canada Sport Catch Data. Other similar surveys may occur as the need arises. Information may be gathered through the Catch and Effort Data (DFO PPU 055) and Commercial Fishing Licence Database (DFO PPU 010) banks. Much of this data is published in a statistical format, with all personal identifiers removed. For example, Newfoundland region publishes annually its "Costs and Earnings" Survey. ***Class of Individuals:*** Information in this bank relates to clients of departmental fisheries programs and sports fishermen. ***Purpose:*** The information is compiled to provide the Department with the statistical or economic information it requires to manage its programs effectively. ***Retention and Disposal Standards:*** The length of retention varies with each survey. ***TBS Registration:*** 003626 ***Bank Number:*** DFO PPU 075

♦ ADM, Science

Fish Health Officials

Description: The bank contains applications for recognition as Fish Health Officials under the Fish Health Protection Regulations and lists of recognised Fish Health Officials, with specimen signatures. ***Class of Individuals:*** Applicants include federal and provincial government employees as well as persons in the private sector in Canada, and from other countries. The bank relates to professionals with specific education and experience in fish disease diagnostics. ***Purpose:*** By comparison with specimen signatures, to verify authenticity of Fish Health Certificates that are required before import permits can be issued for importation or transfer between provinces of cultured Salmonid fish. ***Consistent Uses:*** Basis for decision to accept or reject applicants requesting recognition as Fish Health Officials along with a record of qualified individuals. ***Retention and Disposal Standards:*** Personal files of Fish Health Officials (FHO's) and master copies of lists of FHO's will be held in a central registry in the Fisheries and Oceans Science Directorate. FHO files will be destroyed five years after cancellation as an FHO. ***TBS Registration:*** 003615 ***Bank Number:*** DFO PPU 040

Requests for Oceanographic Data

Description: This bank contains data concerning requests for services and information. ***Class of Individuals:*** Information relates to government departments, universities, consultants, general public, construction firms, publishing houses and regional offices. ***Purpose:*** The bank is used as a measure of services to the public, to evaluate the type of service required by users, and to trace requests when necessary. ***Retention and Disposal Standards:*** Request forms destroyed after two years; summary statistics undetermined. ***TBS Registration:*** 003627 ***Bank Number:*** DFO PPU 045

Manuals

- A practical Guide to the Fisheries Act
- Arctic Marine Emergency Plan
- Calendar of Courses – Sydney
- Canadian Aids to Navigation System
- Canadian Coast Guard Fleet Orders (CGFOs)
- Canadian Shellfish Sanitation Program – Manual of Operations

- Careers – Canadian Coast Guard
- Cartographic Standing Orders
- CCG Careers: Engineering Technician, Electronics Technician, Marine Traffic Regulator, Professional Engineer, Radio Operator
- Chemical Methods
- Conservation and Protection Administration
- Conservation and Protection Operations
- Decision Framework for the Determination and Authorization of Harmful Alteration, Disruption or Destruction of Fish Habitat (November 8, 1994) (draft)
- Directive on the Issuance of Subsection 35(2) Authorizations – CEAA (May 25, 1995)
- Diving and Shipwrecks
- Dynamically Supported Craft Training Program Manual
- Employees Guide on Work Force Adjustment
- Facilities Inspection
- Finance and Materiel Management Manual
- Fish Health Protection Regulations – Manual of Compliance
- Fish Products Inspection Manual – Policy and Procedures
- Fish Products Standards and Methods
- Fishery Officer's Guide for Habitat Management and Protection
- Fishing and Recreational Harbours Administrative Instructions
- Foreign Observer Program Operations Manual
- Forms Management Manual
- Good Manufacturing Practices (GMP) – Crab Processing
- Good Manufacturing Practices (GMP) – Lobster Processing
- Good Manufacturing Practices (GMP) – Shrimp Processing
- Guide for Diving Safety
- Guide to Helicopter/Ship Operations
- Guide to the Implementation of CEAA by DFO's Habitat Management and Environmental Science Directorate (January 1995)
- Habitat Conservation and Protection Guidelines
- Harbour Managers Manual
- Helicopter Maintenance Engineer Shipboard Manual (TP- 4986)
- Hydrographic Tidal Manual
- Ice Navigation in Canadian Waters
- Index to Notices to Mariners (annual)
- Information Management Manual – Vol 1 – Policy
- Information Management Manual – Vol 2 – Standards and Procedures
- Inspection Memoranda of Understanding and Agreement
- International Code of Signals
- Joint Canada/US Marine Pollution Contingency Plan
- Laboratory Manual for Chemistry
- Laboratory Safety
- List of Lights, Buoys and Fog Signals (4 Vol: Atlantic, Newfoundland, Inland, Pacific)
- List of Wrecked Vessels
- Marine Forecast Reports
- Metal Can Defects Manual
- National Marine Emergency Plan
- National Search and Rescue Manual
- National Training Plan: Coast Guard Emergencies
- Navigable Waters Application Guide
- New Canadian Buoyage System
- Notices to Mariners (annual) – (TP-0390)
- Notices to Mariners (monthly) – (TP-0136)
- Observer Program Training Manual – Newfoundland Region
- Observers' Field Manual Domestic/Foreign Fishing Vessels
- Occupational Health and Safety Manual
- Occupational Health and Safety Manual – Pacific Region
- Officer Cadet Sea Training Manual – Engineering
- Officer Cadet Sea Training Manual – Navigation
- Owners' Guide to Private Aids to Navigation
- Pacific General Ships' Orders
- Personnel – Policy and Procedures
- PISCES IV Standard Operations Procedures
- Policy for the Management of Fish Habitat (1986)
- Procedures Manual for Design and Review of Marine Short-Range Aids to Navigation
- Radio Aids to Marine Navigation
- Records Management Manual
- Security Manual
- Service Standards, Canadian Hydrographic Service
- Ship's Crew On-The-Job Training Manual
- Ship's Environmental Manual – DFO 5326
- Staff Relations Guide for Commanding Officers
- Standard Marine Navigational Vocabulary
- Standard Procedures for Bacteriological Analysis
- Summary of (T) and (P) Notices to Mariners (annual)
- Survey Standing Orders
- Users Guide – Marine Environmental Data Service

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its functions may be directed to:

Head Office
Communications Directorate
Ottawa, Ontario
K1A 0E6

Tel: (613) 993-0999
Fax: (613) 990-1866

DFO Internet Address: www.ncr.dfo.ca
CCG Internet Address: www.ccg-gcc.gc.ca
CHS Internet Address: www.chshq.dfo.ca
MEDS Internet Address: www.meds.dfo.ca
ICOIN Internet Address: web.meds.dfo.ca

OCEANS Internet Address:
www.oceansconservation.com and
www.oceanscanada.com

Telecommunications Devices for the Hearing Impaired (TDD)
General Enquiries
Tel: (613) 941-6517 (D)

Central and Arctic Region

501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Tel: (204) 983-5000
Fax: (204) 984-2401

Internet address for the Canada Centre for Inland Waters: www.cciw.ca
Internet address for the Bayfield Institute: csx.cciw.ca/dfo/dfo-home.html
Internet address for CHS, Central & Arctic: csx.cciw.ca/dfo/chs/chs-home.html
Internet address for CCG, Yellowknife: www.ssimicro.com/~coastguard

Internet address for Central and Arctic Region: www.dfo-mpo.gc.ca/regions/central/ca-e.htm

Laurentian Region

104 Dalhousie Street
Quebec, Quebec
G1K 7Y7

Tel: (418) 648-4158
Fax: (418) 648-4758

Internet address for Laurentian: www.qc.dfo.ca

Maritimes Region

P. O. Box 550
Halifax, Nova Scotia
B3J 2S7

Tel: (902) 426-2581
Fax: (902) 496-1544 or 426-7827

Internet address for Maritimes: www.maritimes.dfo.ca
Internet address for St. Andrews Biological Station: www.maritimes.dfo.ca/st_andrews
Internet address for CCG College: www.cgc.ns.ca
Internet address for Gulf Fisheries: www.gfc.dfo.ca
Internet address for Bedford Institute, Habitat Ecology: hed.bio.dfo.ca
Internet address for Bedford Institute, Coastal Oceanography: http: //142.2.2.178
Internet address for CHS, Atlantic: indfs1.bio.ns.ca

Newfoundland Region

P. O. Box 5667
St. John's, Newfoundland
A1C 5X1

Tel: (709) 772-4423
Fax: (709) 772-2156

Pacific Region

555 West Hastings Street
Vancouver, B. C.
V6B 5G3

Tel: (604) 666-3545
Fax: (604) 666-3450

Pacific Region Internet address: www.pac.dfo-mpo.gc.ca
Pacific Communications Internet address: www.pac.dfo.ca/comm
Institute of Ocean Sciences Internet address (historic site): www.ios.bc.ca

Institute of Ocean Sciences Internet address (new site): wwwpac.dfo-mpo.gc.ca/sci/pages/ios.htm

CHS, Pacific Internet address: www.pac.dfo-mpo.gc.ca/sci/pages/chs.htm

CCG, Pacific Internet address: www.pacific.ccg-gcc.gc.ca

Conservation and Protection Internet address: www.pac.dfo-mpo.ca/ops/cp

Fisheries Management Internet address: www.pac.dfo-mpo.gc.ca/ops/fm

Acoustical Oceanography Research Group Internet address: pinger.ios.bc.ca
Habitat and Enhancement Internet address: www.pac.dfo.ca/heb

Oceans Program Internet address: www.pac.dfo-mpo.gc.ca/oceans

Science Branch Internet address: www.pac.dfo-mpo.gc.ca/sci
Pacific Biological Station Internet address: www.pac.dfo-mpo.gc.ca/sci/pbs

Reading Room

The Department's libraries have been designated under the Access to Information Act as reading rooms. They are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. They are information resource centres where access forms are available and assistance can be obtained to ascertain if the information requested is already available in the public domain and does not require formal access procedures. The addresses of departmental regional libraries are:

Central and Arctic Region

The Eric Marshall Aquatic Research Library
Freshwater Institute
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Tel: (204) 983-5170
Fax: (204) 984-4668

Headquarters Region

Library Policy and Services
200 Kent, 7th Floor
Ottawa, Ontario
K1A 0E6

Tel: (613) 993-2950
Fax: (613) 990-4901

Laurentian Region

Maurice Lamontagne Institute Library
850 Route de la Mer
P. O. Box 1000
Mont-Joli, Quebec
G5H 3Z4

Tel: (418) 775-0551
Fax: (418) 775-0538

Maritimes Region

Maritimes Region Library
Bedford Institute of Oceanography
P. O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

Tel: (902) 426-3683
Fax: (902) 496-1544 or 426-7827

Coast Guard College Library
P. O. Box 4500
1190 Westmount Road
Sydney, Nova Scotia
V1P 6L1

Tel: (902) 564-3660
Fax: (902) 564-3672

Gulf Fisheries Centre, Maritimes Region Library
343 Archibald Street
P. O. Box 5030
Moncton, New Brunswick
E1C 9B6

Tel: (506) 851-6264
Fax: (506) 851-7732

Maritimes Region Biological Station Library
Brandy Cove Road
St. Andrews, New Brunswick
E0G 2X0

Tel: (506) 529-8854 ext. 5909
Fax: (506) 529-5862

Newfoundland Region

Regional Library
Northwest Atlantic Fisheries Centre
P. O. Box 5667
St. John's, Newfoundland
A1C 5X1

Tel: (709) 772-2022
Fax: (709) 772-2575

Pacific Region

Pacific Biological Station Library
Hammond Bay Road
Nanaimo, B. C.
V9R 5K6

Tel: (250) 756-7071
Fax: (250) 756-7053

Institute of Ocean Sciences Library
9860 West Saanich Road
P. O. Box 6000
Sidney, B. C.
V8L 4B2

Tel: (250) 363-6392
Fax: (250) 363-6749

Fisheries Management Regional Library
300- 555 West Hastings Street, Room 430
Vancouver, B. C.
V6B 5G3

Tel: (604) 666-3851
Fax: (604) 666-3145

Fraser River Port Authority
Chapter 53

General Information

Background
The Fraser River Port Authority was proclaimed May 1, 1999 pursuant to the Canada Marine Act, 1998. The Port Authority is a continuation of the Fraser River Harbour Commission which was established under the Harbour Commissions Act, 1965. Prior to 1965, the agency was known as the New Westminster Harbour Commissioners as created by federal legislation in May 1913.

The Fraser River is a major river transportation route in the Province of British Columbia with good harbour facilities available from Steveston (9 km from the mouth) to New Westminster (35 km from the mouth).

Responsibilities
The Fraser River Port Authority, also referred to as Fraser Port, is responsible for administering the lower portion of the main arm of the Fraser River from Kanaka Creek (near Haney, BC) downstream to the mouth of Fraser River. In addition, Fraser Port's jurisdiction includes a small portion of the North Arm of the Fraser River, a portion of the Pitt River from Pitt Lake to the Pitt River's confluence with the Fraser River, and from the mouth of the Fraser River, south to Brunswick Point in Canoe Pass.

Fraser Port, as the lead agency, works in conjunction with the nine municipalities that border the Fraser River, and numerous local, Provincial and Federal agencies, to coordinate harbour operations and developments, as well as to maintain sustainability of the Fraser River and harbour facilities within the jurisdiction of the Port Authority.

Legislation
- Canada Marine Act, S.C.1997-98, c.10

Organization
The President and Chief Executive Officer of the Fraser River Port Authority is the Head of the Institution for the purposes of the Access to Information Act and the Privacy Act and exercises all the powers and responsibilities pertaining to this function under the Acts in question.

♦ Corporate Development
Responsibilities of the department are to develop new business opportunities, market strategies and implementation plans; to review and maintain awareness of contracts, agreements, negotiations in progress, and geographic market segments; to maintain awareness of missions, objectives and key priorities of Fraser Port; to review and assess the overall strengths and weaknesses of the organization; to identify key issues and external events which are of significance to Fraser Port; and to develop awareness of opportunities for market development and expansion for all divisions.

♦ Finance and Administration
Responsibilities of the department are to develop corporate policies, standards and programmes related to organizational structure and processes; to review and develop information and data processing requirements and systems; to review and develop human resources, resource planning, career planning and succession policies; to review and develop purchasing policies, procedures and controls; and to review, plan, and develop financial standards, policies, procedures and controls.

♦ Operations
Responsibilities of the department are to review and maintain awareness of environmental and land maintenance issues; to review and develop awareness of vessel programs; to develop channel strategy policies; and to administer environmental matters relating to leasing, permitting, and licensing of tenants and activities along the Crown portions of the Fraser River.

♦ Property Development
Responsibilities of the department are to review and maintain awareness of land development opportunities; to administer capital projects; to review and address property issues; to resolve administrative processing inconsistencies; and to administer the leasing, permitting, and licensing of tenants and activities along the Crown portions of the Fraser River.

♦ Public Affairs
Responsibilities of the department are to coordinate preparation and distribution of the Annual report; to answer external requests for information at the Corporate level; to coordinate printing and distribution of Corporate Information brochures; and to coordinate advertising and publicizing the Fraser River Port Authority.

Information Holdings

Program Records

Property
Description: Information relating to the acquisition, disposal, exchange, leasing, and development of water-front and waterlot areas within the jurisdiction of Fraser

Port. ***Topics:*** Agreements for development and/or service of real estate including habitat preservation; the acquisition or exchange of properties to facilitate harbour access and port business; the leasing and/or permitting of tenants along Fraser River; and the development of physical assets including buildings and service infrastructures such as roads and sewers. ***Program Record Number:*** FRPA PRO 700

Operations

Description: Information relating to the general operations of Fraser Port including environmental audits, management plans and committees, dredging activities, maintenance of harbour structures, navigation on the river, and safety and security of docks. ***Topics:*** Environmental audits of lease areas; monitoring events such as regattas; marine incidents; maintenance engineering of docks, dock equipment and infrastructures such as bridges and roads; maintenance dredging; navigation soundings; safety programs; and operation statistics. ***Program Record Number:*** FRPA OPS 000

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Human Resources

Procurement

Salaries and Wages

Training and Development

Personal Information Banks

Access Request Data Bank

Description: This bank contains information on requests from individuals and organizations seeking information under the Access to Information Act and the Privacy Act. ***Class of Individuals:*** General public. ***Purpose:*** Information in this bank is used to process Access Requests and to report on the administration of the Access to Information and Privacy acts. ***Retention and Disposal Standards:*** Records are retained for two years. ***PAC Number:*** TBD ***TBS Registration:*** 004300 ***Bank Number:*** FRPA PPU 005

Accounts Payable Files

Description: This bank contain the names and addresses of firms and individuals who have provided services or products, details of the amounts paid and any supporting documentation to substantiate the account. Access to this bank will require a name, address and the date of the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. ***Class of Individuals:*** Individuals and companies providing services or products. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts to individuals or companies for services or products provided to Fraser Port. ***Retention and Disposal Standards:*** The retention period is seven years for original accounts payable vouchers, together with supporting documentation. ***PAC Number:*** TBD ***TBS Registration:*** 004301 ***Bank Number:*** FRPA PPU 010

Accounts Receivable Files

Description: This bank contain the names and addresses of firms and individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank will require a name and address. ***Class of Individuals:*** Individuals and companies owing services or supplies to Fraser Port. ***Purpose:*** The purpose of this bank is to maintain information on monies owing to Fraser Port. ***Retention and Disposal Standards:*** The retention period is seven years. ***PAC Number:*** TBD ***TBS Registration:*** 004302 ***Bank Number:*** FRPA PPU 015

Property Database

Description: This bank contains a property inventory with vital information including street addresses, legal descriptions, and land title registrations. In addition, the bank contains references to all agreements, leases, licenses, and permits for all properties used and owned by Fraser Port. Manual files exist to maintain hard copy documentation. Access to this bank will require a name and address as well as prior written approval for any third-party requests. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to maintain information on all property related transactions; to compile leases, licenses, permits, and environmental audits; to compile financial billings/receipts directly related to leases, licenses, and permits; and to track renewals. ***Consistent Uses:*** The information in this bank is used to document the decision process in property matters. ***Retention and Disposal Standards:*** The retention period is permanent. ***PAC Number:*** TBD ***TBS Registration:*** 004303 ***Bank Number:*** FRPA PPU 020

Classes of Personal Information

In the course of conducting the programs and activities of Fraser Port, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files

where records are not normally retrieved by name of the individual or other personal identifiers.

Personal information is normally retrievable only if specifics are provided concerning the subject matter, the related program activity, and the approximate date on which the information would have been received by Fraser Port. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

Manuals

- Corporate Policies and Procedures Manual
- Internal Operations Policies and Procedures Manual
- Emergency Procedures Manual
- Records Management Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Fraser River Port Authority and its various programmes and functions may be directed to:

Public Relations
Fraser River Port Authority
500 - 713 Columbia Street
New Westminster, B.C.
V3M 1B2

Tel: (604) 524-6655
Fax: (604) 524-1127
E-mail: fraserport@frpa.com
Internet address: www.fraserportauthority.com

Reading Room

Under the Access to Information Act, the Fraser River Port Authority has designated an area on the premises as the public reading room. The address is:

5th Floor
Fraser River Port Authority
500 - 713 Columbia Street
New Westminster, B.C. V3M 1B2

Freshwater Fish Marketing Corporation
Chapter 54

General Information

Background
The Freshwater Fish Marketing Corporation (FFMC) was established in 1969 under the authority of the Freshwater Fish Marketing Act. The Act gives the FFMC the exclusive right to interprovincial and export trade in designated products of the freshwater fisheries supplied from the three Prairie Provinces, the Northwest Territories, and part of northern Ontario. The FFMC is a federal crown corporation listed under Schedule III, Part I of the Financial Administration Act.

Responsibilities
The objectives of the Corporation are: to market fish in an orderly manner; to increase returns to fishermen; and to promote markets and export trade in fish.

The Act requires the FFMC to purchase all legally caught fish offered for sale by licensed fishermen, subject to price and terms and conditions of purchase (including quality provisions). It must conduct its operations on a self-sustaining financial basis without appropriations by Parliament.

Legislation
- Freshwater Fish Marketing Act (1969)

Organization
The FFMC is managed by an eleven member board of directors composed of a Chairman, a President, one director for each participating province/Territories and four other directors. The Chairman and the President are appointed by the Governor-in-Council. The remaining directors are appointed by the Minister of Fisheries and Oceans with the approval of the Governor-in-Council. Directors from a participating province are appointed on the recommendation of the Lieutenant Governor in Council of the participating province. The board of directors is supported and advised by an Advisory Committee composed of fifteen members appointed by the Governor-in-Council.

Information Holdings

Program Records

Fishing Statistics
Description: Case files on fish species; fish grade; catch value (weight). ***Program Record Number:*** FWF 005

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Fishermen's Records
Description: This bank contains data on purchases of fish made by the Corporation from fishermen in the areas it serves. The data include the quantity and monetary values of fish purchased from each fisherman. ***Class of Individuals:*** Fishermen from whom the Corporation has purchased fish. ***Purpose:*** This information is used for administrative and statistical purposes and as a basis for distribution of additional payments to fishermen as part of the Corporation's responsibilities. ***Retention and Disposal Standards:*** Information is retained for seven years and is then destroyed. ***Related to PR#:*** FWF FWF 005 ***TBS Registration:*** 002566 ***Bank Number:*** FWF PPU 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation may be directed to:

Freshwater Fish Marketing Corporation
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4

(204) 983-6600

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

1199 Plessis Road
Winnipeg, Manitoba

Great Lakes Pilotage Authority Canada
Chapter 55

General Information

Background
As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities - Atlantic, Laurentian, Great Lakes and Pacific - are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Ltd. was established in February 1972 pursuant to the Pilotage Act, incorporated as a limited company in May 1972, and was continued under the Canada Business Corporations Act. Until October 1st, 1998, it operated under the name of Great Lakes Pilotage Authority, Ltd. Pursuant to the Marine Act, which received Royal Assent on June 11 1998, the name of the Authority was changed to Great Lakes Pilotage Authority and the Authority is deemed to have been established under subsection 3(1) of the Pilotage Act. The Authority is a Crown corporation listed in Schedule III, Part I of the Financial Administration Act. On October 1st, 1998, the Authority ceased to be a subsidiary of the St. Lawrence Seaway Authority and has initiated a process to surrender its charter under the Canada Business Corporations Act.

Responsibilities
The role and objectives of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; all waters in the Province of Quebec south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba. Pilotage in the international waters within the boundaries is shared with United States of America Pilot Corporations, which are under the direction of the United States Coast Guard, as agreed under a memorandum of arrangements between Canada and the United States. The Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Legislation
- Authority By-Laws
- Canada Shipping Act, RSC, 1985, c. S-9
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.
- Pilotage Act, RSC, 1985, c. P-14

Organization
The Great Lakes Pilotage Authority consists of a part-time Chairman and six members appointed by the Governor in Council with a full time Chief Executive Officer appointed by the Board of Directors. The Authority's head office is located in Cornwall, Ontario. The Eastern District operations office is located at headquarters and the Western District operations office in St. Catharines, Ontario. All management, administrative, personnel, financial contracts and purchasing services are provided by the Cornwall office. The Authority is a Crown corporation, responsible to Parliament through the Minister of Transport.

♦ Administration Branch
This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

♦ Operations Branch
This Branch provides pilotage service by assignment, and dispatches qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority.

Information Holdings

Program Records
Pilotage Services
Description: Information on provision of pilotage services within the Great Lakes region. ***Topics:*** Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs. ***Program Record Number:*** GLP OPE 005

Tariffs
Description: Information on setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings. ***Program Record Number:*** GLP OPE 010

Personal Information Banks

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. Access to this bank will require a name, address and the date of the account. ***Class of Individuals:*** Individuals, firms, employees. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts to firms or indivisuals for services or products provided to the Authority. ***Retention and Disposal Standards:*** Original accounts payable vouchers, together with supporting documentation his seven years. ***Related to PR#:*** GLP OPE 005 ***TBS Registration:*** 004077 ***Bank Number:*** GLP PPU 020

Accounts Receivable Files

Description: Files contain the names and addresses of firms and individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank will require a name and address. ***Class of Individuals:*** Individuals and firms ***Purpose:*** The purpose of this bank is to maintain information on monies owing to the Authority. ***Retention and Disposal Standards:*** The retention period is six years. ***Related to PR#:*** GLP OPE 005 ***TBS Registration:*** 004076 ***Bank Number:*** GLP PPU 015

Application for Employment File

Description: This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. Access to this bank will require a name, address and date of birth. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** The retention period for this bank is two years. ***Related to PR#:*** GPL OPE 005 ***TBS Registration:*** 004078 ***Bank Number:*** GLP PPU 025

Procurement

Description: Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. Access to this bank will require purchase order number and the name and address of suppliers. ***Class of Individuals:*** Contracting firms ***Purpose:*** The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. ***Consistent Uses:*** The files may be used as research for future purchases. ***Retention and Disposal Standards:*** The retention period for purchase orders and supporting documents is five years. ***Related to PR#:*** GLP OPE 005 ***TBS Registration:*** 004075 ***Bank Number:*** GLP PPU 010

Register of Pilots

Description: This bank contains information on physical characteristics, licences, certificates and pilots' accidents and incidents. Access to this bank will require a name and address. ***Class of Individuals:*** Pilots. ***Purpose:*** The purpose of this bank is to retain a register of certificates and qualifications for pilots required under the Pilotage Act. Access to this bank will require a name and address. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Information in this bank is retained permanently for archive purposes. ***Related to PR#:*** GLP OPE 005 ***TBS Registration:*** 004079 ***Bank Number:*** GLP PPU 030

Service Contracts

Description: The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. Access to the bank will require the contract number and description of the service. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. ***Consistent Uses:*** The files may be referred to for future contracts. ***Retention and Disposal Standards:*** The retention period for service contracts is ten years. ***Related to PR#:*** GLP OPE 005 ***TBS Registration:*** 004074 ***Bank Number:*** GLP PPU 005

Manuals

- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its functions may be directed to:

Great Lakes Pilotage Authority
202 Pitt Street, 2nd Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9

(613) 933-2991

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

202 Pitt Street East
2nd Floor
Cornwall, Ontario

Gwich'in Land and Water Board
Chapter 56

Note: The Gwich'in Land and Water Board is subject to the Access to Information Act and the Privacy Act.

Gwich'in Land Use Planning Board

Chapter 57

Note: The Gwich'in Land Use Planning Board is subject to the Access to Information Act and the Privacy Act.

Halifax Port Authority
Chapter 58

General Information

Background
The Halifax Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of March, 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport.

Responsibilities
The role of the Halifax Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Halifax, provide facilities, services, and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation
- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization
♦ President and Chief Executive Officer
The President and Chief Executive of the Halifax Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

♦ Operations Department
This Department consists of Harbour Master, Engineering, Maintenance, and Security.

♦ Finance and Administration Department
This Department consists of Accounting, Administration, Human Resources, Finance, Information Services, Internal Audit; Planning and Statistics.

♦ Marketing Department
This Department is responsible for the Authority's communications plan, government relations,community relations, media relations, business communications, and corporate communications.

Information Holdings

Program Records
Cargo Handling
Description: Information relating to storage, transfer, cargo, commodities, transportation, and related subjects. ***Program Record Number:*** HALPA TRA 010

Communications and Marketing
Description: Information relating to media relations, press releases, client relations, overseas missions, marketing analysis advertising, promotional events, and community relations. ***Program Record Number:*** HALPA TRA 020

Engineering
Description: Information relating to buildings management, equipment, and vehicles, maintenance of facilities and structures, projects design and construction, and utilities. ***Program Record Number:*** HALPA SLW 015

Environmental Services
Description: Information relating to environmental assessment findings, issues and checklists, and projects. ***Program Record Number***: HALPA SLW 025

Habour Operations
Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects. ***Program Record Number:*** VHALPA ADM 100

Information Systems
Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks. ***Program Record Number:*** HALPA ESS 050

Legal and Corporate Secretarial
Description: Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members. ***Program Record Number:*** HALPA ADM 120

Port Development
Description: Information relating to Halifax Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries. ***Program Record Number:*** HALPA FIN 200

Properties
Description: Information relating to the administration of Authority properties, property leases, licences, easements, and title searches. ***Program Record Number:*** HALPA SLW 035

Security
Description: Information relating to investigations, security systems, and liaison. ***Program Record Number:*** HALPA ADM 130

Terminal Operations
Description: Information relating to cargo and cruise ship terminal operations. ***Program Record Number:*** HALPA TRA 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classifications of Positions

Employment and Staffing

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Personal Information Banks

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. ***Class of Individuals:*** General Public. ***Purpose:*** This bank processes access requests and reports the total number of requests processed. ***Retention and Disposal Standards:*** Records retained for two years after resolution and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 004295 ***Bank Number:*** HALPA PPU 005

Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the Halifax Port Authority. ***Class of Individuals:*** General public. ***Purpose:*** Information may be used to fill vacancies in the Halifax Port Authority for which applicants have suitable qualifications. ***Retention and Disposal Standards:*** Records are retained for two years then destroyed. ***PAC Number***:86-001 ***TBS Registration:*** 004296 ***Bank Number:*** HALPA PPU 010

Board of Directors
Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications. ***Class of Individuals:*** Candidates for appointment and appointees to the Board of Directors. ***Purpose:*** The purpose of this bank is to assist in the appointment of individuals as directors of the Halifax Port Authority. ***Retention and Disposal Standards:*** Records are retained for five years then transferred to National Archives. ***PAC Number:*** 86-001 ***TBS Registration:*** 004297 ***Bank Number:*** HALPA PPU 015

Properties
Description: This bank contains information on owners or tenants of properties. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to document property transactions between the Authority and the general public such as leases, licenses, sale, exchange or purchase of lands. ***Retention and Disposal Standards:*** Records are then retained untill lease expires, and then transferred to Storage Records. ***PAC Number***: 86-001 ***TBS Registration:*** 004298 ***Bank Number:*** HALPA PPU 020

Service Contracts
Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority. ***Class of Individuals:*** General Public. ***Purpose:*** The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract. ***Retention and Disposal Standards:*** Records are retained for six years after completion then transferred to National Archives. ***PAC Number:*** 86-001 ***TBS Registration:*** 004299 ***Bank Number:*** HALPA PPU 025

Standard Bank Descriptions

Please see the INTRODUCTION to this publication for the definition of Standard Bank Description and a description of their contents.

Attendance and Leave

Conflict of Interest and Post-Employment Code

Employee Assistance
Employee Personnel Record
Employee Equity Program
Grievances
Occupational Safety and Health
Official Languages
Pay and Benefits
Performance Review and Employee Appraisals
Staffing
Travel and Relocation

Manuals

- PC Payroll Plus (Royal Bank) ADP
- Canadian Payroll Manual
- Corporate Planning Procedures Manual
- Port of Halifax Contingency Plan Manual
- Superannuation Administration Manual
- Superannuation Insurance Administration Manual
- Financial Management Policies and Guidelines

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Halifax Port Authority and its various programs and functions may be directed to:

Halifax Port Authority
P.O. Box 336
Ocean Terminals
Halifax, Nova Scotia
B3J 2P6

Tel: (902) 426-8222
Fax: (902) 426-7335

Reading Room

Halifax Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

3rd Floor
1215 Marginal Road
Halifax, Nova Scotia

Hamilton Port Authority
Chapter 59

The Hamilton Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

Hazardous Materials Information Review Commission

Chapter 60

General Information

Background

The Hazardous Materials Information Review Commission (the Commission) was established by the Hazardous Materials Information Review Act, assented to on June 30, 1987 and proclaimed on October 1, 1987. The Commission is part of the Workplace Hazardous Materials Information System (WHMIS) which requires that information about the hazards of materials produced or sold in Canada or used in Canadian workplaces be provided by suppliers to employers and, in turn, by employers to employees.

Responsibilities

The mission of the Commission is to ensure the balance between industry's right to protect confidential business information (CBI) and workers' right to know about the hazardous materials they are exposed to and their corresponding preventive health and safety measures.

To achieve its mission, the Commission carries out the following mandate under the authority of the Hazardous Materials Information Review Act: it makes decisions concerning the validity of claims for exemption on the basis that the information is CBI; it makes decisions on the compliance of material safety data sheets and labels of products related to a claim; and it convenes independent boards to hear appeals on the Commission's decisions and orders.

Legislation

- Hazardous Materials Information Review Act [R.S.C. 1985, c. 24 (3rd Supp.), Part III]
- Hazardous Materials Information Review Regulations (SOR/88-456, August 25, 1988; amendment: SOR/88-510, September 29, 1988; SOR/89-288, June 1, 1989; SOR/91-419, June 20, 1991; SOR/93-234, May 11, 1993)
- Hazardous Materials Information Review Act Appeal Board Procedures Regulations (SOR/91-86, January 7, 1991)

Organization

The Commission is governed by a Council of Governors, consisting of members representing workers, suppliers and employers, and the federal, provincial and territorial governments. Each governor is appointed by the Governor-in-Council to hold office for up to a three-year term. The Council is headed by a Chairperson chosen by the governors for a term of one year.

The Council is responsible for making various recommendations to the Minister of Health, including changes to the regulations respecting the Commission's fee structure. Council may also prescribe procedures for reviewing claims for exemption and the handling of appeals.

The Commission is headed by a President, appointed by the Governor-in-Council, and as the Commission's Chief Executive Officer, has the authority and responsibility to supervise and direct the organization's work on a day-to-day basis. The President is accountable to the Council of Governors and the Minister of Health. The President's Office provides support and acts as Secretariat to the Council of Governors.

The Commission is organized into 2 Branches: Operations and Corporate Policy, Planning and Adjudications.

The Operations Branch directs the work within the Client Services Program and the Material Safety Data Sheet (MSDS) Compliance Program.

The Client Services Program is responsible for the registration and security of claims for exemption including the CBI. Claims are filed by suppliers or employers using hazardous industrial materials who are seeking exemption from the full disclosure requirements of WHMIS. The claims registration function includes the collection and verification of claim fees, and the preliminary review of claim submissions, for the purpose of issuing Registry Numbers, which on receipt permits the claimant to market its product in Canada. The decision on claim validity is reached by reviewing supporting information from the claimant against the criteria prescribed in the Hazardous Materials Information Review Regulations. Should a claim be ruled invalid, an order is issued to the claimant to disclose the CBI which was the subject of the claim.

In the MSDS Compliance Program, Screening Officers have the statutory responsibility to determine whether MSDSs or labels submitted with the claims comply with WHMIS legislation. The MSDS/label compliance decision requires the application of legislation, which is also administered by other occupational safety and health agencies, as well as the consideration of health and safety advice received from Evaluators in the Branch's Toxicological and Chemical Evaluation Division.

At the conclusion of the review process, a formal Statement of Decision is forwarded to the claimant. Where the MSDS or label does not meet WHMIS requirements, the Screening Officer orders that changes be made to bring about compliance. All orders specify the period during which various changes must be made if the product is to continue to be sold in Canada.

A Notice is published in the Canada Gazette to make public the decision and any order issued by the Screening Officer, and to initiate the time during which the claimant and affected parties may appeal the decision or order. If no appeal is filed, the claimant must provide a copy of the amended MSDS to the Screening Officer, who reviews it to ensure compliance with the order. At the conclusion of all proceedings, an advisory to that effect is sent to all provincial/territorial occupational safety and health agencies for their information.

The Corporate Policy, Planning and Adjudications Branch directs the work within Adjudications/Appeals Division, Corporate Services, Strategic Planning, Communications, Access to Information and Privacy, and Policy Coordination & Development.

The Branch is responsible for convening, when needed, independent, tripartite, quasi-judicial boards to hear appeals arising from the decisions and orders of Screening Officers. Claimants or affected parties may appeal these decisions and orders by filing a Statement of Appeal with the Chief Appeals Officer. An appeal may relate to the compliance of an MSDS, the rejection of a claim or to a request that CBI be disclosed in confidence to an affected party for occupational safety and health reasons.

An Appeal Board is comprised of a Chairperson appointed by the Chief Appeals Officer, and two members appointed by the Chairperson: one representing suppliers and/or employers, and the other, workers. Board members are selected from lists of potential nominees established and maintained by the Branch in accordance with the Hazardous Materials Information Review Act.

For each appeal filed, a Notice of Appeal is published in the Canada Gazette to provide affected parties with an opportunity to make representations to the Board. Once the Board has heard and ruled on the appeal, a Notice of Decision is published in the Canada Gazette. Appeal Board decisions may be reviewed on process by the Federal Court, at the request of any of the parties who participated in the appeal.

The Commission is also establishing a Dispute Resolution Program in order to prevent disputes from arising, wherever possible, and, where they do arise, to address them as early and effectively as possible. The Dispute Resolution Program is intended to supplement and work in conjunction with the current appeals process.

Information Holding

Program Records

Acts and Legislation

Description: General information relating to the legislative process, regulatory development and review, delegation of authority, legal advice and opinions and material specific to the Hazardous Materials Information Review Act (HMIRA) and related regulations. ***Topics:*** Federal Regulatory Process, policies and Annual Plan; correspondence and supporting documentation related to the development and amendment of HMIRA and Hazardous Materials Information Review Regulations and HMIRA Appeal Board Procedures Regulations; correspondence concerning amendments to the Hazardous Products Act, Controlled Products Regulations, Canada Labour Code and provincial/territorial Occupational Safety and Health Acts and related legal opinions. ***Program Record Number:*** HMI ADM 040

Appeals

Description: Information concerning the activities and functions of the appeals process. ***Topics:*** Policies and procedures for the establishment of Appeal Boards; lists of potential Appeal Board members and Chairpersons, by province; hearing room accommodation; physical and personnel security requirements for hearings, enhanced reliability security checks on board members; and appeals administration and budget information. ***Program Record Number:*** HMI APP 010

Operations Branch

Description: Information concerning the activities of the Operations Branch. ***Topics:*** Policies and procedures related to the review of claims for exemption and decision-making criteria; Issue Resolution Sheets. ***Program Record Number:*** HMI COM 030

Registry/Application Assessment

Description: Information concerning the activities of the Registry and Application Assessment Sections. ***Topics:*** Claims registration and procedures; Notice of Filing in the Canada Gazette; policies regarding the withdrawal of claims; policies and procedures relating to the review of MSDSs and labels; inter-departmental meetings; and general correspondence to all claimants. ***Program Record Number:*** HMI OPR 020

Workplace Hazardous Materials Information System (WHMIS)

Description: Information of both a general and specific nature related to WHMIS activities, at the federal and provincial/territorial level, including tripartite committees on which the Commission sits as a member. ***Topics:*** General WHMIS publications and instruction manuals produced by the provincial OSH agencies, federal departments or private publishing firms; Interdepartmental WHMIS Coordinating Committee; Current Issues Committee and related sub-committees; WHMIS Exclusion Review Committees; international harmonization initiatives; WHMIS contact list (provincial and federal); WHMIS Policy Issue Sheets; WHMIS Reference Manual. ***Program Record Number:*** HMI ADM 060

Administration

Description: General subjects and information relating to administrative responsibilities of the Hazardous Materials Information Review Commission. ***Topics:*** Access to Information and Privacy requests and materials; communications strategies and projects; organizational charts; Memoranda of Understanding between the Commission and other federal/provincial governments; security matters, including policies related to physical and personnel security. ***Program Record Number:*** HMI ADM 040

Accommodation and Buildings

Description: Information relating to the acquisition of accommodation. ***Topics:*** Purchase or rental of existing buildings; office floor plans; moving arrangements; fire prevention; utilities; requests for new accommodation. ***Program Record Number:*** HMI ADM 500

Equipment and Supplies

Description: Information relating to purchasing, procurement, planning and inventory of office equipment and supplies. ***Topics:*** Suppliers information and catalogues; DSS procurement and requisition; maintenance and repair of equipment and furniture; inventory of supplies; office furniture and furnishings. ***Program Record Number:*** HMI ADM 550

Financial Management

Description: Information relating to all aspects of finance. ***Topics:*** Budgets; accounting; financial statements and reports; multi-year operational plans; directives and guidelines; contracts and contractor records; cost-recovery; revenue processing; Treasury Board submissions and decisions; travel and transportation allowances and expenses. ***Program Record Number:*** HMI ADM 700

Information Resource Management

Description: Information relating to the management of information. ***Topics:*** Library services; mail, messenger and telecommunications services; forms management; records and correspondence management; and information systems development and implementation. ***Program Record Number:*** HMI ADM 800

Organizations – Governmental and Non-Governmental

Description: General information relating to federal and provincial organizations and private sector groups and professional associations responsible for or involved in issues concerning occupational safety and health, chemical products manufacturing, etc. ***Topics:*** Organizations and associations concerned with occupational health and safety. ***Program Record Number:*** HMI ADM 050

Personnel Management

Description: Information relating to the administration of personnel management activities. ***Topics:*** Staffing; staff relations; pay and benefits; classification of positions; person-year allotments; job descriptions; official languages; training and development. ***Program Record Number:*** HMI ADM 900

Personal Information Banks

Appeal Board Member Nominees

Description: This bank contains names, addresses, work experience, qualifications (curricula vitae), reliability check results and availability status pertaining to each nominee. Information is organized according to province, role of the member on the Board (i.e. Chairperson, industry or worker representative) and relevant act under appeal (Hazardous Products Act or Canada Labour Code). ***Class of Individuals:*** Potential Appeal Board nominees, including Chairpersons and industry and labour representatives, for appeals relating to the Hazardous Products Act and Canada Labour Code, as recommended by the nominating organization or provincial/federal minister. ***Purpose:*** This bank provides a list of potential Chairpersons and Board members and relevant selection criteria to facilitate their appointment to tripartite boards to hear appeals of decisions or orders of Screening Officers of the Commission. ***Consistent Uses:*** Information in the bank may be used to determine appointments to Appeal Boards. ***Retention and Disposal Standards:*** The files on individuals are retained for two years after the termination of their nomination as potential Appeal Board Chairperson or member. ***TBS Registration:*** 002882 ***Bank Number:*** HMI PPU 020

Requests for Access to Information and Privacy

Description: This bank contains request forms received by the Commission for access to information, including personal information, requests for corrections, answers to requests, results of consultation with other departments, and information related to their processing. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to answer requests received under the Access to Information Act and the Privacy Act, and to prepare annual reports in accordance with the provisions in these acts. ***Consistent Uses:*** The information may be transmitted to other departments for consultation purposes. ***Retention and Disposal Standards:*** The files are arranged in numerical order, by request number. The records are retained for two years. ***TBS Registration:*** 002880 ***Bank Number:*** HMI PPU 005

Manuals

- Appeals Branch Manual
- Classification and Designation Guide
- Compliance Manual and Screening Guidelines
- Quality Assurance Manual
- Registry Policy and Procedures Manual
- Security Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its activities may be directed to:

Hazardous Materials Information Review Commission
200 Kent Street, Suite 9000
Ottawa, Ontario
K1A 0M1

Tel: (613) 993-4331
Fax: (613) 993-4686

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

200 Kent Street
Suite 9000
Ottawa, Ontario
K1A OM1

Health Canada
Chapter 61

General Information

Background
The Department of Health was created in June 1993 and assumed those responsibilities of the previous Department of National Health and Welfare which focus on the health, safety and well being of the people of Canada.

Responsibilities
The Department of Health is generally responsible for all matters relating to the promotion or preservation of the health and well being of the people of Canada over which the Parliament of Canada has jurisdiction, and in particular for: 1) the administration of various Acts of Parliament (see list below); 2) investigation and research; 3) the inspection and medical care of seamen, and the provision of medical services for, and in conjunction with, the Canadian Coast Guard Service; 4) the supervision of public health aspects of railway, water and all other forms of transportation; 5) the enforcement of regulations of the International Joint Commission relating to public health; 6) the promotion and conservation of the health of public servants and other government employees; 7) the collection, publication and distribution, of information relating to public health, improved sanitation, and industrial conditions affecting the health and lives of Canadians; and 8) co-operation with provincial authorities with a view to coordinating efforts made to preserve and improve the public health of the people of Canada. More detailed information on the operations of this Department is given in the Program Records section of Info Source.

Legislation
- Atomic Energy Control Act
- Broadcasting Act
- Canada Health Act
- Canada Labour Code
- Canada Medical Act
- Canada Water Act
- Canadian Centre on Substance Abuse Act
- Canadian Environmental Protection Act
- Canadian Food Inspection Agency Act
- Controlled Drugs and Substances Act
- Department of Health Act
- Emergency Preparedness Act
- Energy Supplies Emergency Act
- Excise Tax Act
- Federal-Provincial Fiscal Arrangements Act
- Feeds Act
- Financial Administration Act
- Fitness and Amateur Sport Act, 1961 and associated regulations
- Food and Drugs Act
- Hazardous Materials Information Review Act
- Hazardous Products Act
- Human Pathogens Importation Regulations
- Immigration Act
- Medical Research Council Act
- National Parks Act
- Patent Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Potable Water Regulations for Common Carriers
- Quarantine Act
- Queen Elizabeth II Canadian Research Fund Act
- Radiation Emitting Devices Act
- Ships Crews Food and Catering Regulations
- Tobacco Act
- Trade Marks Act

Organization

Corporate Services Branch
Provides services to the Department in the areas of planning and financial administration, human resources, information management, internal audit and assets management.

♦ Assets Management Directorate
The role of this Directorate is to support all aspects of physical assets management, occupational health and safety, and security issues within the Department of Health. The Directorate is responsible for the provision of a wide range of business services in support of departmental programs, including those associated with materiel acquisition and utilization, custodial and leased property acquisition, maintenance and disposal, building and tenant services, occupational health and safety, and security. In addition, the Directorate develops and maintains policies, systems and procedures governing the management of these business services within the Department of Health.

♦ Departmental Planning and Financial Administration Directorate

The focus of this Directorate is the management of departmental resources. Its role is to implement, interpret and administer the regulations, policies and processes associated with resource planning and utilization and financial administration across the Department. Directorate activities include the provision of direct services such as financial planning, accounting, functional and advisory assistance to managers, and financial systems support and training to all branches.

♦ Human Resources Directorate

The role of this Directorate is to support the effective management of the Department's human resources. To this end, it provides advice and a wide range of programs and services to support managers in the identification, acquisition, development, and deployment of employees. Through its programs and services, the Directorate's goal is to ensure values that promote fairness, recognize competence and encourage opportunities for growth and development. The Directorate also has a continuing and critical role in ensuring integrity and good judgement in the application of legislation and policies concerning the management of human resources.

♦ Information Management Services Directorate

The mandate of the Information Management Services Directorate (IMSD) is to provide the Department with a range of information management and information technology services. These services include: computer network, telecommunications and computer centre operations and support; co-ordination and advisory services with respect to informatics and information management planning and development; information policy and security; Internet; the development of guidelines and standards on electronic data processing, telecommunications and office automation; records and document management and operations; and library services. In addition to these department-wide services, IMSD provides line management functions for regional libraries, records management, and informatics.

♦ Internal Audit Directorate

The role of Internal Audit is to conduct independent reviews of the Department's operations, activities, systems and functions to ensure that they support the delivery of departmental programs in an economic, efficient and effective manner. The coverage, objectives and scope of internal audits is overseen by a departmental Audit and Evaluation Committee, which also approves all audit reports and monitors the implementation of appropriate corrective action in response to audit recommendations.

♦ Office of the Senior Assistant Deputy Minister

The Office of the Senior Assistant Deputy Minister (SADM) is responsible for providing overall direction to CSB directorates, for coordinating branch input to departmental initiatives, and for liaising with the offices of the Deputy Minister, Assistant Deputy Ministers and Regional Directors General on a range of issues. The SADM provides guidance and advice to senior management on the management and administration of the Department.

♦ Special Projects Directorate

This Directorate provides support to the Senior Assistant Deputy Minister by undertaking special projects as required to monitor, assess and adjust departmental programs, including corporate service activities. Working closely with Departmental managers and with central agencies, these projects include the development of program service measures and the monitoring and reporting of progress made relative to plans.

Health Promotion and Programs Branch

Within the context of the Population Health approach, the responsibilities of the Branch are to develop, promote and support measures designed to maintain and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being. This approach is based on growing evidence that health is influenced by a variety of factors known as the determinants of health. HPPB has adopted a life-cycle framework to implement this approach. The life-cycle framework is based on three life stages: childhood and youth; early and mid-adulthood; and later life. This framework is reflected in the operational structure of the Promotion of Population Health Business Line.

♦ Health Promotion and Programs Branch Regional Offices (HPPBROs) Atlantic, Quebec, Ontario, Manitoba / Saskatchewan, Alberta / NWT, British Columbia / Yukon)

The Regional Directors report to the Assistant Deputy Minister. The six Regional Offices represent the Branch in the field and therefore have responsibility for the full range of program activities undertaken in HPPB. They conduct essential work related to all three life stages and participate in planning and policy development by providing regional intelligence on trends, issues and stakeholder perspectives. They are the main delivery point for the Branch's funding programs (Community Action Program for Children, Canada Prenatal Nutrition Program, Aboriginal Head Start, AIDS Community Action Program) and manage the regional allocations of the Population Health Fund.

♦ Major Projects Directorate

The Major Projects Directorate (MPD) was created to increase the capacity within HPPB for strategic leadership on specific high profile emerging issues. Leadership on Population Health and supporting the Secretary of State, Children and Youth have been identified as two such issues but others may arise. MPD will be a catalyst and provide the direction and momentum for strategic priorities or roles of the branch by: building conceptual frameworks, developing action plans and mobilizing efforts and resources. This work is accomplished by bringing together and collaborating closely with relevant parts of the branch, the department and other stakeholders.

♦ Management Planning and Operations Directorate

The Management Planning and Operations Directorate provides a wide range of services to the entire Branch. Through its provision of short and medium-range operational planning, coordination and management, correspondence services, as well as informatics and information management support, the Directorate's work supports other Branch Directorates and the Regional Offices in the development and delivery of programs, and the planning and implementation of long-range strategic policies.

Branch Services Section

Staff of this Section provide management services to four Directorates as well as to six Regional Offices to ensure integrated Branch-wide management and reporting systems. Technical and user support in the areas of informatics and information management are provided from this Section to all headquarters staff (most support for regional offices is provided in the regions). The Section also maintains responsibility for Ministerial correspondence, processes recommendations for grants and contributions and provides a desktop publishing service to the Branch. The Section prepares input to and coordinates material for briefing books for Standing Committee appearances by the Minister, the Deputy Minister and the ADM as well as Question Period Notes for use by the Minister.

Executive Services Section

The Section provides strategic analysis to the ADM through briefings and special reports. Staff ensure that the ADM is well briefed and prepared for Departmental Executive Committee meetings and other executive meetings. The Section coordinates presentations, maintains a Branch calendar of events, organizes Management Retreats as well as the Branch's participation in the Departmental Management Council.

Office of Rural Health

The Office of Rural Health is currently being established. It will provide advice to the Department and the Minister on issues related to rural health care services and health promotion relevant to rural Canada. The Office will be the departmental focal point for leading and coordinating initiatives to advance rural health and will act as the departmental "rural lens" in the development of new, or the review of existing policies, programs and services.

Planning, Analysis and Coordination Division

The Planning, Analysis and Coordination Division has overall responsibility for Branch planning. This includes developing and implementing planning systems for use by the Branch and defining performance indicators and service standards for Branch activities. With input from the other Directorates and the six Regional Offices, staff prepare the overall Branch strategic and operational plans, input to the Departmental Business Plan and the Fall Performance Report to Parliament. The Division reviews and analyzes all Cabinet Documents/Treasury Board submissions prepared by the Branch to ensure strong links to Branch goals and objectives. The Division is also responsible for developing and coordinating Performance and Accountability frameworks to reflect performance indicators and key results and their links to overall Branch strategic priorities. The Division is also responsible for developing the Evaluation Framework for the activities comprised under the Promotion of Population Health Business Line.

Transition and Special Projects Division

The Division ensures that any outstanding issues resulting from the implementation of a new Branch structure are resolved. These issues relate to communications, human resources and learning & development. The new structure was adopted in the spring of 1997 following a reorganization and refocussing of Branch priorities. The Division is also responsible for special projects including the application of new policies and guidelines in response to requirements by the Treasury Board, Public Service Commission or other agencies, departments or judicial rulings. Grouping these activities in one division allows the Branch to adopt a coordinated integrated approach to many time-sensitive issues.

♦ Population Health Directorate

The Population Health Directorate focuses on work in the life stages which form the framework for implementing the Population Health Strategy. It carries the responsibility within the Branch for leadership on the life stages, including the identification of key issues, gaps and responses in each. Each life stage carries within it the responsibility for working horizontally across the Branch, across the Department, and with partners outside the Department to develop activities which address the key issues.

Adult Health Division

The Division is the Branch focal point for this life stage and provides leadership to the Branch and collaborates with other Branches in the development and undertaking of activities relating to adult health issues including

workplace health, prevention and control of cardiovascular disease, cancer, diabetes and other disabling conditions. It further develops and maintains partnerships and networks with a wide range of external organizations. The "mid-life" stage is influenced by a broad range of health determinants in an inter-active and cumulative way. The key determinants of health impacting on this life stage include social status, social and economic support networks, physical and working environments, individual health behaviours and health care services.

Childhood and Youth Division

The Division serves as a centre of expertise, leadership and co-ordination within the federal government and Health Canada for issues, activities and programs concerning children and youth. It is a focal point for policy development, research and strategic analysis of trends regarding the broad determinants of health and well-being of children and youth in Canada. The Division is responsible for providing national leadership in developing and promoting National Child Day and implementing the Centres of Excellence for Children's Well-Being. It also provides leadership and support on the delivery and integrity of three important community-based programs for children: Community Action Program for Children (CAPC), Canada Prenatal Nutrition Program (CPNP) and Aboriginal Head Start (AHS).

Division of Aging and Seniors

The Division is the focal point in the Branch for the later life stage and provides leadership to the Branch and other Branches in the development of activities relating to late life. It also develops and maintains partnerships and networks with a wide range of external organizations about issues pertaining to this later life, provides support to the National Advisory Council on Aging (NCAC) and provides secretariat services to the F/P/T Ministers Responsible for Seniors and to the Interdepartmental Committee on Aging and Seniors Issues, which involves all Federal Departments and agencies with an interest in seniors. The Division is providing the national secretariat for the Canada Coordinating Committee that has been established by the F/P/T Ministers Responsible for Seniors for the International Year of Older Persons 1999. It will also coordinate federal activities for this international Year.

Partnerships and Marketing Division

The Division is HPPB's centre of expertise in the areas of marketing, partnership development, and information technology. As well as providing leadership in Social Marketing, the Division develops partnerships with the not-for-profit and private sectors to help in the design and execution of national campaigns for health promotion. Concerning information technology, Partnerships and Marketing Division operates -- Health Promotion Online (HPO) -- HPPB's official Web site providing health information to health professionals. Visit HPO at: http://www.hc.sc.gc.ca/health-promotion.

Partnerships and Marketing Division is also responsible for the development and operation of the Canadian Health Network (CHN). This national web-based service will provide easy access to timely, credible and the most requested health promotion and disease prevention information available from non-government, provincial, territorial and federal sources. A pilot project also is planned where an 1-888 telephone service will be available to certain client groups. The public launch of CHN is planned for the fall of 1998.

Population Health Development Division

The Division provides support to initiatives which contribute to the development and evaluation of practical applications and transferable models of the population health approach through the management of the Population Health Fund. On behalf of the Branch, it manages federal/provincial/territorial initiatives which are mandated by the Advisory Committee on Population Health (ACPH). The Division also coordinates cross Directorate input into policy issues related to population health and has the lead for learning and development about population health by HPPB staff and others.

♦ Strategies and Systems for Health Directorate

The Strategies and Systems for Health Directorate is responsible for providing expertise related to a range of issues relevant to the determinants of health and which cross all life stages.

Health Issues Division

The Division focuses on issues that enhance health or create risks to health as well as on contributing factors in enabling and supporting health. Issues include tobacco, drugs/alcohol, violence, physical activity, nutrition, sexual and reproductive health and mental health promotion.

Health Systems Division

The Division provides expertise on standards and models for primary care, continuing care, acute care, palliative care, home care as well as on the roles of professionals and of the voluntary sector in the health system.

HIV/AIDS Policy, Coordination and Programs Division

The Division is responsible for providing strategic advice on the implementation of the National AIDS Strategy as a whole and ensuring effective and coordinated implementation of the Strategy.

Policy Development and Coordination Division

The Division develops overarching, non-program specific, horizontal branch policy. It is responsible for the development of the Framework for Action which serves as the Branch's strategic plan and annual report. The

division is also responsible for undertaking an annual environmental scan and providing policy support to the branch planning. As such, the division supports the Branch's contribution to departmental policy development and serves to strengthen the policy function throughout the branch through information sharing, and resource development. The division is responsible for the development of policy frameworks for overarching issues on which the branch has the lead (e.g. Strategic Development of the Voluntary Sector). The division serves as the branch focal point for collecting and disseminating information on women's issues, and for facilitating collaboration within and outside the branch on issues related to women's health. As the departmental focal point for health promotion in partnership with the regions, the division provides a point of contact nationally and internationally, and works to stimulate and foster health promotion strategies.

Research and Knowledge Development Division

The Division manages the National Health Research Development Program (NHRDP) as well as other large-scale contracted research. In addition, it synthesizes research results.

Health Protection Branch

The purpose of HPB is to protect Canadians against current and emerging health risks. Threats to health arise from environmental or industrial hazards, communicable diseases, unsafe food, licit and illicit drugs, medical devices and other consumer products. The Branch plays a role in ensuring the safety of food, drugs, cosmetics, chemicals, medical or radiation-emitting devices and other hazardous consumer and industrial products. HPB activities also include environmental health and disease surveillance. In assessing and managing these public health risks, the Branch: conducts regulatory field visits to food and drug manufacturing plants; conducts pre- and post-market evaluations of products; oversees the removal of unsafe products from the marketplace; negotiates agreements concerning hazardous materials in the workplace; undertakes research and provides national reference and diagnostic laboratory services; and carries out surveillance and investigation of disease outbreaks.

♦ Environmental Health Directorate

The function of the Environmental Health Directorate is to protect the public from health and safety hazards associated with chemicals in the environment, radiation, medical devices, consumer products, tobacco and hazardous materials in the workplace, and thereby improve the well-being of Canadians. To achieve this, the Directorate investigates, monitors and assesses the health risks arising from both natural and technological hazards and then provides Canadians with health and safety information. The Directorate's work revolves around main project areas involving such subjects as environmental pollutants, tobacco, electromagnetic fields (e.g. power lines), medical devices including inspection of medical device manufacturing plants, drinking water, air quality and product safety and emergency response to major nuclear accidents affecting Canada – all issues of great concern to the public.

The Directorate is responsible for the development and implementation of programs for radiation safety and medical devices under the Radiation Emitting Devices Act, the Food and Drugs Act and the Canada Labour Code. The prohibition or regulation of hazardous consumer products, and the development of mandatory labelling and material safety data sheet requirements to inform workers of the hazards associated with products used in the workplace are done under the Hazardous Products Act. The potential risks of environmental chemicals are evaluated under the Canadian Environmental Protection Act. The Directorate is responsible for the administration of tobacco legislation. The Directorate is also responsible for coordinating the federal response to a major nuclear accident affecting Canada under the Federal Nuclear Emergency Response Plan.

♦ Food Directorate

The Food Directorate's function is to protect and improve the health and well-being of the Canadian public by defining, advising on and managing risks and benefits associated with the food supply. Areas of work include food additives, chemical and microbiological contaminants, nutrients, novel foods (e.g. bio-engineered foods), food components and processes, and veterinary drugs.

The Directorate is responsible for the development of appropriate policies, procedures, regulations and guidelines directed towards the achievement of a high standard of safety and nutritional quality of foods. These responsibilities are carried out through coordinated programs of evaluation and regulatory activities under the authority of the Food and Drugs Act and Regulations and the Department of Health Act, and scientific research in support of these activities. In addition, the Food Program, under the Canadian Food Inspection Agency Act, is responsible for assessing the food safety activities of the newly created Canadian Food Inspection Agency.

♦ Laboratory Centre for Disease Control Directorate

The Laboratory Centre for Disease Control (LCDC) carries out national disease surveillance, risk assessment and control of diseases of national importance and concern. This is achieved through monitoring, investigating and managing risks to the health of Canadians, and protecting the public from health risks posed by microbial, foodborne, drug-related and environmental hazards. LCDC is Canada's only national public health and disease control agency and its activities are fundamental to the protection of the health of Canadians.

Expert surveillance and investigative abilities in microbiology, epidemiology and disease prevention and

control ensure significant national leadership in public health. LCDC is the hub of specifically created national networks which include more than 7,000 professionals across Canada; the first line of public health defence. These professionals include scientific staff of public health laboratories, acute care hospitals, research agencies, public health units and epidemiologists. LCDC is leading the Department in strengthening the public health intelligence network across Canada to address national and international demands including new and emerging diseases and other disease areas requiring more focus.

♦ Office of Scientific and Regulatory Affairs

The Office of Scientific and Regulatory Affairs provides support to the branch executive and to the program directorates in the areas of policy development, strategic and operational planning. It establishes and refines mechanisms and processes for identifying and setting program priorities for cost recovery initiatives. The office manages common program support services e.g.library services; implementation of revenue generation activities and service standards; and coordination of Branch Program Review Action Plan Projects.

♦ Policy, Planning and Coordination Directorate

Policy, Planning and Coordination Directorate (PPCD) provides pan-branch policy and planning services, playing a key role in managing the health protection program. PPCD is the focal point for integration of issues such as biotechnology, science and technology, human resource issues, year 2000 planning, sustainable development, science policy, regulatory policy, economic analysis, emergency response management, technology transfer (business development), and peer review and accreditation.

♦ Therapeutic Products Programme

The Therapeutic Products Programme's mission is to ensure that the drugs, medical devices and other therapeutic products available in Canada are safe, effective and of high quality. This is done by assessing their benefits and risks effectively, continually, and in a timely manner (benefit/risk assessment); by managing their risks appropriately (risk management); and by developing and disseminating information that encourages their optimal use (information management). The Therapeutic Products Programme also acts to reduce harm and manage risk to health associated with drugs of abuse, by supporting the investigational, evidence, and intelligence needs of drug enforcement at both the national and international levels.

The strategic objectives are to ensure that Canadians have timely access to safe, effective, high quality therapeutic products; are never put at undue risk by the use of therapeutic products available on the Canadian market; and are fully informed about the risks and benefits of those products. This will be done by ensuring that the regulatory system in Canada is: innovative; is developed with the full participation of the public, clients, and stakeholders; is conducive to the introduction of effective therapeutic products into the Canadian market; and facilitates the competitiveness of Canadian industry in the world market. Further strategic objectives include: to first set or adopt internationally competitive product and service standards in all aspects of our work, and then to meet and surpass them; to contribute to an efficient and affordable health care system in Canada; to provide national and international leadership in therapeutic product regulation from a science-based foundation of intelligent programming, constructive partnerships, full and open communications and a productive organization.

The ultimate Programme results will be: timely, comprehensive, evidence-based decisions, information, and action on the safety, effectiveness, and quality of therapeutic products manufactured and/or used in Canada and the continuous monitoring and control of both legal and illegal drugs on the Canadian market. The results will have a positive impact on Canadian society by ensuring that: safe, effective, high quality therapeutic products are accessible to and used appropriately by Canadians; a regulatory regime conducive to research and development exists in Canada; and the health impact related to availability and misuse of drugs subject to abuse is reduced. Ultimately, this will have the effect that Canadians will be healthier and the Canadian health care system will be more cost effective.

♦ Transition Office

The Transition Office provides support and coordination to the ADM in matters relating to organizational renewal.

Medical Services Branch

Within the context of the Departmental objective, Medical Services Branch strategic direction is to promote, improve and preserve the health of Canadian citizens whose care, by legislation or customs, is the responsibility of the Department.

♦ First Nations and Inuit Health Programs Directorate

The mandate of the directorate is to work with Regions and National First Nations and Inuit organizations to assist First Nations and Inuit people and communities maintain and improve their health. The First Nations and Inuit Health Programs are delivered either by regional offices or by First Nations themselves and include a full range of community health services on reserve including, among others, such initiatives as the National Native Alcohol and Drug Abuse Program (NNADAP), the Child Development Initiative, Building Healthy Communities, solvent abuse programs, the Health Information System, the HIV/AIDS program, community health nursing including treatment services in remote communities, communicable disease control, and environmental health services.

♦ Non-Insured Health Benefits Directorate

Manages the Non-Insured Health Benefits which provides, to registered Indians and recognized Inuit and Innu peoples, a range of medically necessary goods and services, which supplement benefits provided through other private or provincial/territorial programs. Non-Insured Health Benefits include drugs, dental care, vision care, medical supplies and medical equipment and transportation to access medical services.

♦ Northern Secretariat

The Northern Secretariat represents the Department of Health in dealing with the Governments of the Yukon, Western Northwest Territory and Nunavut, as well as First Nations and Inuit organizations and collectivities on health services delivery initiatives. The Secretariat provides liaison and coordination services to support inter-branch, inter-department and central agencies activities related to the health of First Nations and Inuit North of the 60th parallel.

♦ Program Policy, Transfer Secretariat and Planning Directorate

Supports the transfer of resources for community health programs to First Nations and Inuit communities south of the 60th Parallel. It also provides assistance, advice and coordination on policy issues, the Branch planning cycle, evaluations, informatics coordination, contracts, contribution agreements and Treasury Board Submissions services.

Occupational Health and Safety Agency

The Occupational Health and Safety Agency (OHSA) works in partnership with customers to help them achieve and maintain a safer, healthier workplace, through advice and consultation and an integrated package of services, covering all aspects of work life. OHSA has developed customized solutions to manage the various physical, environmental, biological and psychological risks that can arise in the workplace. In addition, we offer education and training sessions to help customers head off problems before they arise.

Pest Management Regulatory Agency

To protect human health and the environment by minimizing the risks associated with pest control products, while enabling access to pest management tools, namely, these products and sustainable pest management strategies.

Policy and Consultation Branch

The Branch provides advice and support to the departmental executive and to program branches in the areas of policy development, communications, evaluations, intergovernmental affairs, information and strategic planning via research on health, well being, income and economic policy issues. Policy proposals are developed and analyzed, and recommendations are made to the Deputy Minister and the Minister.

♦ Communications Directorate

The Directorate is responsible for creating and ensuring public awareness of the Department's programs and policies and for developing departmental communications plans. It provides communications advice and coordinates departmental communications activities such as media relations, ministerial speeches, publishing, conferences and audio-visual services in support of departmental objectives.

♦ Health Policy and Information Directorate

Develops advice on comprehensive strategies and policies and policies based on a health determinants approach focussing on health outcomes and measurement of health status and potential gains from various forms of intervention. It provides policy development, analysis and advice to the Minister and senior officials concerning a wide range of health policy issues that affect Canada=s health system and the health and well-being of Canadians.

The Women's Health Bureau coordinates, monitors, advises on, and promotes development of departmental policies and programs, to effectively address women's health needs and concerns; develops strategic plans for women's health; administers the Centres of Excellence for Women=s Health Program. The Information Access and Coordination Division coordinates corporate activities related to the collection and dissemination of information, including the administration of the Access to Information Act and Privacy Act.

♦ Health Transition Fund Secretariat

In collaboration with provinces and territories, the Secretariat administers the $150M Health Transition Fund which was established for a three year period to fund national level initiatives and provincial/territorial pilot and evaluation projects in the priority areas of home care, pharmacare, primary care and integrated service delivery that will generate information on innovative approaches to renew the health care system; coordinates jointly with the provinces three invitational national conferences to consolidate information and existing evidence on current health issues; oversees the evaluation and dissemination of results.

♦ Home Care Development

Health Canada, by working with the provinces, stakeholders and other federal deparments, will promote and foster the work necessary to develop the home and community care sector to become a fully integrated part of the Canadian health care system.

♦ Intergovernmental Affairs Directorate

Oversees the operations of: the Health Insurance Division, which administers the Canada Health Act, and the provision of advice to the Minister on matters pertaining to

the interpretation of the Act; and the Federal – Provincial Relations Division, which coordinates and provides strategic advice on federal – provincial – territorial relations within Health Canada; and the Health Transition Fund Secretariat, which manages the Health Transition Fund.

♦ International Affairs Directorate

The Directorate has responsibility to initiate, coordinate and monitor departmental policies and strategies and activities in the international health field.

♦ Management Services Directorate

This Directorate develops and provides management services in support of priority setting and planning, coordinates operations across the Branch, provides leadership in the management of cross-branch projects, problem solving and management of change. It also coordinates Branch input to the various Departmental corporate requirements and leads Branch management in the adoption of a culture that will integrate sound management principles and a client-based approach to the policy development process.

♦ Office of Health and the Information Highway

The Office of Health and the Information Highway (OHIH) coordinates and supports Health Canada activities related to the development of a health info-structure in Canada. The Canadian Health Info-structure is defined as an "integrated network of networks", based on advanced information technologies, that will enhance the sharing of health-related knowledge, information and expertise across Canada.

♦ Quality Care Group

Analyzes, monitors and advises on key issues, trends and strategies related to improving the quality of and access to Canada's health system; develops and maintains linkages with provincial/territorial governments, national and international groups concerned with health system quality and access issues.

♦ Strategic Planning and Review Directorate

Responsible for the development and coordination of a corporate strategic planning process and for providing functional advice and support for the development of strategic planning process at the branch level. Also responsible for conducting evaluations of departmental programs under the Treasury Board policy on Review, Internal Audit, and Evaluation, and for providing functional advice and support to Branches in developing accountability and performance measurement frameworks and in collecting and reporting performance information at the Business Line and program level.

♦ Departmental Secretariat

The Departmental Secretariat is responsible for coordinating the management of the interface between the executive and political levels of the Department; preparing the Minister for Question Period; liaising and coordinating services between the Deputy Minister and the Regional Directors General; directing the process of ministerial correspondence; coordinating executive corporate decision-making process, plans and priorities as well as providing a focal point for major corporate initiatives.

Information Holdings

Program Records

♦ Information Management Services Directorate

Departmental Library Services
Description: Library holdings in the Finance Building. ***Topics:*** Full range of health topics. ***Program Record Number:*** HCan 001 025

♦ Internal Audit Directorate

Internal Audit Directorate
Description: Information on the operations of the Health Canada Internal Audit unit and audit reports on Health Canada activities, systems and functions. ***Topics:*** Audit policy, audit plans, audit programs and methodologies, audit findings, audit reports, departmental Audit and Evaluation Committee. ***Program Record Number:*** HCan 001 005

♦ Population Health Directorate

Breast Cancer
Description: The Canadian Breast Cancer Initiative (1993-1998) is a partnership among breast cancer survivors, health care professionals, policy makers, non-governmental organizations, researchers and support groups, whose focus is to develop state of the art approaches to improving quality of life, treatment, care, prevention, and screening of women with breast cancer. The Initiative works through five linked components: the Canadian Breast Cancer Research Initiative; the Canadian Breast Cancer Screening Initiative; the Professional Education Strategy; Clinical Practice Guidelines for the Care and Treatment of Breast Cancer; Breast Cancer Information Exchange Pilot Projects. ***Topics:*** Prevention; Early Detection and Screening; Quality Management; Information Systems; Awareness Raising and Recruitment; Treatment and Care; Support, Advocacy and Networking; Policy Issues. ***Program Record Number:*** HCan 005 260

Canada Prenatal Nutrition Program
Description: Information on contributions to community groups and agencies to support community based programs and services for prenatal nutrition programs.

Topics: Prenatal Nutrition, Prenatal Care, Lifestyle Counselling. ***Program Record Number:*** HCan 005 435

Cardiovascular Disease
Description: Information on cholesterol; professional education; and heart health initiative. ***Topics:*** Cholesterol, High Blood Pressure, Diabetes, Tobacco Use and Physical Inactivity, Enhancing Prevention in the Practice of Health Professionals and The Guide to Canadian Clinical Preventive Health Care. ***Program Record Number:*** HCan 005 265

Cardiovascular Health
Description: Implementation of the Federal-Provincial Strategy on the Prevention and Control of Cardiovascular Disease, including policy development and the promotion and support of heart health programs and demonstration projects in collaboration with provincial jurisdiction and the voluntary, professional, scientific and private sectors. ***Topics:*** Coalition building and management; research on prevention policy; coalition and dissemination of heart health interventions, children and youth, disadvantaged groups, social marketing, integrated approaches to CVD prevention at the community level, prevention and control of elevated blood cholesterol and high blood pressure. ***Program Record Number:*** HCan 005 332

Cervical Cancer
Description: The Cervical Cancer Prevention Network (CCPN) is a network of federal, provincial, territorial, and non-governmental representatives which has been established to foster the development of provincially based organized quality screening programs in Canada and the development and use of information systems to enable monitoring and evaluation of the programmes through the activities of three working groups: the Quality Management Working Group, the Recruitment Working Group, the Information Systems Working Group. ***Topics:*** Prevention; Early Detection and Screening; Quality Management, Information Systems; Policy Issues; Awareness Raising and Recruitment. ***Program Record Number:*** HCan 005 333

Child, Youth and Family Health Unit
Description: Enhances the health and quality of life of children, youth and families through comprehensive strategies which include: research, education, resource development and dissemination, consensus-building and close intersectoral collaboration with communities, governments and the private sector. ***Topics:*** The Unit focuses on are healthy child development including both physical and mental/emotional health and well-being, family support, healthy and safe environments, and supporting opportunities and choices for youth. ***Program Record Number:*** HCan 005 275

Childhood and Youth
Description: Information on child development, parenting, national and international non-government organizations working on behalf of children and families, information on Child Development Initiative, its programs and other federal and provincial programs related to children. ***Topics:*** Media literacy, child abuse, discipline, active living, parent support and education, family violence, international treaties dealing with children, etc. ***Program Record Number:*** HCan 005 336

Community Action Program for Children
Description: Information on contributions to community groups and agencies to support community based programs and services for at risk children 0 to 6 years and their families; information and reports on evaluation of CAPC-funded projects. ***Topics:*** Parent training and support, child injury, child development, child health, prevention of abuse and neglect. ***Program Record Number:*** HCan 005 337

Comprehensive School Health
Description: Information on a Comprehensive School Health (CSH) framework and related models and tools. ***Topics:*** Comprehensive School Health, Student Health Model, Health of Youth, Health Behaviours in School-Aged Children, CSH Web Site, Indicators of Health and Learning, School as a healthy setting. ***Program Record Number:*** HCan 005 267

Diabetes
Description: The Adult Health Division facilitated the establishment of the Diabetes Council of Canada (DCC) as it is the most appropriate means of meeting our desire to have an integrated population health approach toward the problem of Diabetes Mellitus (DM). The establishment of the DCC provides the Directorate / Branch with medical intelligence, enhanced partnership and collaboration between HC and NGOs, and internal collaboration between HPB, MSB, and MRC in regard to diabetes and Aboriginal health, research, education, and awareness. ***Topics:*** Primary Prevention and Risk Factor Control; Aboriginal Diabetes Strategy; Coordination of a National Diabetes Strategy. ***Program Record Number:*** HCan 005 331

Disease Prevention
Description: Information on diseases, medical conditions and research; and public health policy. ***Program Record Number:*** HCan 005 295

Division of Aging and Seniors
Description: Focal point for information and centre of expertise on federal programs, services and organizations of benefit to seniors. ***Topics:*** Advice, education, information, policy development, liaison and partnerships; program development; operations; aging related diseases; issues of aging and the health and well-being of seniors. ***Program Record Number:*** HCan 005 259

Division of Aging and Seniors – National Advisory Council on Aging
Description: Information on subjects related to the quality of life of older Canadians. ***Topics:*** Policy statements;

reports; writings in gerontology; discussion papers; newsletter. ***Program Record Number:*** HCan 005 095

F/P/T Advisory Committee on Population Health
Description: The Federal / Provincial / Territorial Advisory Committee on population Health (ACPH) is a senior policy advisory committee reporting to the FPT Conference of Deputy Ministers of Health. The goal of ACPH is to address major issues that affect the health and well-being of Canada's population as a whole, as well as groups with less favourable health status. ***Topics:*** National Strategy for Healthy Child Development, National Population Health Goals, Public Health, Report on the Health of Canadians. ***Program Record Number:*** HCan 005 269

Population Health Fund
Description: The Fund is designed to support time-limited projects, sponsored by voluntary, non-profit, non-governmental organizations which contribute to an increased capacity for action on the determinants of population health, develop innovative groups and intersectoral collaboration to address the interactions of health determinants. ***Topics:*** Self-care, mutual aid and the creation of healthy environments; special health needs of groups, including women, children and youth, seniors and the disabled; and support for health promotion policy implementation. ***Program Record Number:*** HCan 005 330

Adult Health Division:

Aboriginal Head Start Initiative
Description: Implementation of an early intervention strategy which addresses the needs of young Aboriginal children 0-6 living in urban centres and large northern communities. Projects will be locally controlled and administered by Aboriginal non-profit organizations with programs designed to meet the spiritual, emotional, intellectual and physical needs of the child. ***Topics:*** Culture and Language, Education, Health promotion, Nutrition, Social support programs, Parental involvement. ***Program Record Number:*** HCan 005 430

♦ Strategies and Systems for Health Directorate

Alcohol, Drugs, and Dependency Issues
Description: Prevention initiatives around alcohol and other drugs issues; prevention programs for target populations (women, out-of-the-mainstream youth, Aboriginal People, Seniors, Driving While Impaired Offenders) research; public awareness and information, partnerships, national coordination (with provinces, and non-governmental organizations), international cooperation and community action initiatives. ***Topics:*** Canada's Drug Strategy; Canada's Alcohol and Other Drugs Survey; Harm Reduction; Alcohol and Other Drugs Issues. ***Program Record Number:*** HCan 005 320

Environments for Health
Description: Information on improving natural and built environmental conditions for better health including, information on the Healthy Environment Program and the Active Living and the Environment Program. ***Topics:*** Built environments, natural environments, population health, air quality, water quality, transportation, urban planning, ultra-violet radiation, gardening, active living, pesticides, urban sprawl, Healthy Environment Program, Active Living and the Environment Program, recreation, housing, safe and accessible environments. ***Program Record Number:*** HCan 005 268

Health Human Resources
Description: Information on strategies and targets for supply and training of physicians, criteria for accessing postgraduate medical training programs in the United States, and general planning activities related to other health human resources. ***Program Record Number:*** HCan 005 285

Healthy Living and Environments
Description: Information on financial and technical support and services to provinces/territories, national organizations, communities and individuals to maintain and improve the health and well-being of Canadians through improved personal health practices (active living, fitness, nutrition, healthy environments, sexual and reproductive health, mental health promotion, and work and education health promotion). ***Topics:*** Provincial / federal and local / regional liaison; educational institutions; national organizations; strategic plans, models and policies; research; planning and evaluation; discussion papers; target-group-specific leadership initiatives; equity and access; financial and technical support to services and programs; ParticipACTION; fitness target groups – youth, older adults, employees and persons with a disability; Campbell's Survey on Well-Being; Canadian Fitness and Lifestyle Research Institute; professional development practicum; fitness leadership; Federal – Provincial – Territorial Fitness Committee; Active Living Canada; consultations with the physical activity milieu; sexual and reproductive health; National Plan of Action for Nutrition; Workplace Health System Model; healthy environments (social, natural and built); Comprehensive School Health Model; Sexual and Reproductive Health Framework; Infertility Prevention Framework; and Mental Health Promotion. ***Program Record Number:*** HCan 005 420

HIV/AIDS Care, Treatment and Support Program
Description: The National AIDS Strategy undertakes activities in five main areas: support for professional and non-professional education and training; psychosocial/quality of life support and research initiatives; model program development, demonstration and evaluation; the National HIV/AIDS Treatment Information network; and the Canadian HIV Clinical Trials Network. ***Program Record Number:*** HCan 005 290

HIV/AIDS Policy and Coordination Office
Description: Responsible Federal centre for the coordination of AIDS initiatives. ***Topics:*** Information on federal initiatives under the National AIDS Strategy; records of support / liaison with the Federa l/ Provincial / Territorial and National Advisory Committees on AIDS; policy development and issue analysis; submissions to Parliamentary committees. ***Program Record Number:*** HCan 005 218

HIV/AIDS Prevention and Community Action Programs
Description: Information on sexual behaviour change research; education and prevention programs; national consultations; coordinating networks (with provinces and non-governmental organizations); and national strategies on selected populations (e.g., women, ethnocultural groups, and aboriginal populations). ***Topics:*** AIDS education and prevention related to at-risk behaviours. ***Program Record Number:*** HCan 005 334

Mental Health
Description: Information on the concept and applications of a mental health promotion approach in a variety of health and social contexts. ***Topics:*** Mental health, mental diseases, suicide prevention, substance use, children and youth mental health, poverty. ***Program Record Number:*** HCan 005 273

Mental Health
Description: Information on mental health services and disorders. ***Topics:*** Suicide; mental health disorders and best practices in mental health service delivery. ***Program Record Number:*** HCan 005 270

National Clearinghouse on Family Violence
Description: National resource centre providing information and resource materials on violence against children, women and seniors to front-line workers, policy-makers, researchers and community groups across Canada. ***Topics:*** all aspects of prevention, treatment, training and research related to family violence. ***Program Record Number:*** HCan 005 313

National Health Research and Development Program (NHRDP)
Description: Information (i.e. final reports, statistics and manuals) on contributions in support of health research activities. ***Topics:*** population health; health impact of public policies; renewal and restructuring of the health system; research on new methodologies and research on transfer and uptake of knowledge. ***Program Record Number:*** HCan 005 335

Nutrition
Description: In collaboration with partners, implementation of "Nutrition for Health: An Agenda for Action" which serves as a national framework to promote the nutritional health of Canadians. Information on initiatives to public and professionals to increase awareness and adoption of healthy eating practices which include eating a variety of food, eating less fat and salt and reaching and maintaining a healthy body weight. ***Topics:*** Canada's Guidelines for Healthy Eating; Canada's Food Guide to Healthy Eating; Focus on Preschoolers; the Vitality initiative, and preconception and prenatal nutrition guidelines. ***Program Record Number:*** HCan 005 310

Quality Care
Description: Information on visions for quality in health care, case studies / inventories of quality initiatives and planning approaches, in the acute care and long term/continuing care and primary care sectors. ***Program Record Number:*** HCan 005 305

Sexual and Reproductive Health
Description: Information on initiatives for the public and the professional sectors, including awareness and the promotion of sexual and reproductive health, and infertility prevention. ***Topics:*** STDs, teen and unwanted pregnancies, delayed childbearing, infertility prevention, causal factors and effects of infertility, and sexual violence. ***Program Record Number:*** HCan 005 308

Tobacco
Description: Information on tobacco control issues including research, and programming for smoking prevention, cessation and protection funded by Health Canada and in collaboration with provinces and voluntary health agencies. ***Topics:*** Smoking in the workplace, environmental tobacco smoke, "Quite for Life" teen cessation, smoking behaviour of Canadian adolescents and adults, "Stop Smoking for Women", resources for prenatal and postpartum care providers. ***Program Record Number:*** HCan 005 315

Voluntary Health Sector
Description: Information on selected National Voluntary Health Organizations (NVHOs) and sector development activities. ***Program Record Number:*** HCan 005 311

Workplaces
Description: Information on a comprehensive Workplace Health System framework and related models. ***Topics:*** Workplace models; needs assessment instruments; workplace health and environment issues; the Corporate Challenge and the Corporate, Small and Farm Business Health Models; the needs of various employee populations. ***Program Record Number:*** HCan 005 326

♦ Environmental Health Directorate

Chemical Hazards
Description: Information on hazards associated with chemicals and microbiological agents in the environment. The quality of the indoor and ambient environment. ***Topics:*** Air; drinking and recreational water; Great Lakes – St. Lawrence – Arctic; UFFI; industrial chemicals (PCBs, waste sites, dioxins); pest control products; environmental

pollutants; acid rain; ozone levels. ***Program Record Number:*** HCan 003 190

Consumer and Clinical Radiation Hazards
Description: Files on the testing and evaluation of X-ray and non-ionizing radiation emitting devices; consumer products that emit radiation; occupational exposure and surveys. ***Topics:*** X-rays; non-ionizing radiation (including ultrasound, VDTs, electromagnetic fields, lasers, ultraviolets); radiation medicine; radiobiology. ***Program Record Number:*** HCan 003 210

Cosmetics
Description: Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and enquiries regarding product safety, availability and ingredients. ***Topics:*** Cosmetics; additives; preservatives; contamination; cosmetic notification. ***Program Record Number:*** HCan 003 135

Environmental Assessment Public Registry
Description: Information on projects carried out by Health Canada and which have undergone an environmental assessment consistent with the requirements of the Canadian Environmental Assessment Act. ***Topics:*** Nursing Stations, Facility Transfers. ***Program Record Number:*** HCan 003 203

Environmental Radioactivity Hazards
Description: Information on levels of man-made and natural radioactivity in the environment, on resulting human exposures, on measurement of internal exposures to workers and segments of the general population, and on preparedness to respond to major nuclear accidents. ***Topics:*** Environmental radioactivity, Federal Nuclear Emergency Response Plan, National Calibration Reference Centres for Bioassay and In-Vivo Monitoring, National Radioactivity Monitoring Network, radon, uranium, Chernobyl (effects on Canada), Great Lakes, Arctic, guidelines, drinking water, waste management, environmental impact assessment. ***Program Record Number:*** HCan 003 205

Occupational Radiation Hazards
Description: Information on the measurement of occupational exposure of workers to ionizing radiation and studies involving all types of ionizing and non-ionizing radiation which affect the health of the population of Canada. ***Topics:*** National Dose Registry. ***Program Record Number:*** HCan 003 200

Product Safety
Description: Information on compliance, enforcement and testing, statistical data and programs within product safety. ***Topics:*** Standardization control; correspondence; liaison with associations; societies; institutions; boards; councils; commissions; committees; Hazardous Products Act and Workplace Hazardous Materials Information system (WHMIS) legislation; injury data and statistics; Canadian accident injury reporting and evaluation (CAIRE); labelling; publicity projects; regulations; reports; Hazardous Products Program Review. ***Program Record Number:*** HCan 003 070

Tobacco
Description: Files on the development of control policies regarding tobacco products, their use, and health effects, by working co-operatively with other federal departments, provincial departments and interest parties on the development of legislation (including enforcement), practices. ***Topics:*** Tobacco – monitoring of use and attitudes, health effects, chemical properties, economics, sale, and legislation. ***Program Record Number:*** HCan 003 155

♦ Food Directorate

Chemical Safety
Description: Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. ***Topics:*** Food additives; chemical contaminants; mycotoxins; paralytic shellfish poisoning; packaging materials; incidental additives; natural food components. ***Program Record Number:*** HCan 003 110

Food Regulatory, International and Inter-Agency Affairs
Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; import surveillance strategy and processing of regulatory amendments. ***Topics:*** Codex Alimentarius; food standards; food ingredients. ***Program Record Number:*** HCan 003 105

Microbial Hazards
Description: Files on the microbial hazards in the food supply, including the development of a methodology to determine the type and extent of microorganisms and extraneous matter in foods; the evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and the promotion of voluntary compliance by manufacturers. ***Topics:*** Microorganisms; microbial toxins; contaminated foods; food poisoning; extraneous matter; submission; potentially hazardous foods. ***Program Record Number:*** HCan 003 115

Nutrition
Description: Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers with standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. ***Topics:*** Nutrients; nutritional quality of food; nutritional surveillance. ***Program Record Number:*** HCan 003 120

Veterinary Drugs

Description: Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. ***Topics:*** Veterinary medicines; chemotherapy of animal disease; medication of livestock feeds; advertising; labelling. ***Program Record Number:*** HCan 003 140

♦ Laboratory Centre for Disease Control Directorate

Bureau of Surveillance and Field Epidemiology

Description: This Bureau was created in September 1995 to support Directorate, Branch and Departmental surveillance activities by monitoring the health status of Canadians and associated health determinants and to provide infrastructure support for LCDC, Branch and Departmental surveillance programs. The Bureau consists of the Director's Office and four Divisions: Field Epidemiology Training Program / Emergency Response; Data Development Division; Sentinel Health Unit Surveillance System and the Surveillance Development Division, and the Informatics Division. ***Topics:*** The activities of the Bureau are diverse and involve both national and international data collection and information exchange. ***Program Record Number:*** HCan 003 108

Cancer

Description: This Bureau conducts and is developing cancer surveillance programs which address issues across the "lifecycle" of cancer ranging from the underlying causes of cancer to access to palliative care. The outcome of these programs will provide measurement tools needed to assess needs, priorities and progress in cancer prevention and control. By creating and strengthening Canadian information and intelligence on determinants of cancer, impact and trends, and population access to effective interventions for prevention and early detection and treatment. The bureau assists decision-makers in the formulation of policies for the adoption and diffusion of effective cancer prevention and control practices in Canada. The Bureau encourages and participates in multi-agency and multi-discipline activities to support actions needed to improve national cancer surveillance systems, facilitates and supports development of a clearly defined national cancer prevention and control agenda including goals, objectives and strategies, including recommendations for action based on new research/surveillance findings. ***Program Record Number:*** HCan 003 100

Cardio-respiratory Diseases & Diabetes

Description: Through national surveillance, risk assessment, disease prevention and control, this Bureau conducts various national surveillance activities to reduce mortality, morbidity and disability due to cardiovascular disease and diabetes in Canada. Through a coordinated and concerted effort with its many public health partners, the Bureau is committed to achieve common goals and strategies for the effectiveness and efficiency of cardio-respiratory diseases and diabetes prevention and control in Canada. ***Program Record Number:*** HCan 003 102

Communicable Disease Epidemiology

Description: This Bureau conducts national surveillance and other special studies on infectious diseases as well as outbreak investigations. The information resulting from all these activities is used by LCDC advisory committees and disseminated nationally to assist in the development and evaluation of prevention and control programs. ***Topics:*** Surveillance of nationally notifiable infectious diseases, outbreak investigations, sexually transmitted diseases, field epidemiology training, vaccine preventable diseases, hepatitis and special pathogens, tropical health and quarantine and HIV/AIDS. ***Program Record Number:*** HCan 003 166

HIV/AIDS and STDs

Description: This Bureau conducts national surveillance and research of the epidemiology and laboratory science related to HIV/AIDS & STD; directed at identification and quantification of risks, assessment of proposed prevention strategies and the evaluation of existing surveillance, prevention and control activities. Investigation of HIV and STD disease outbreaks are carried out as well as development of recommendations for their control. The bureau guarantees the quality of HIV testing in Canada, introduces new HIV testing technology and develops guidelines/recommendations for HIV & STD control in Canada through the coordination of a network of scientific experts, public health officials and advisory committees / working groups. ***Program Record Number:*** HCan 003 131

Infectious Diseases

Description: Surveillance for and research on the epidemiology of infectious diseases directed at identification and quantification of risks, assessment of proposed prevention strategies and evaluation of existing surveillance, prevention and control activities. Coordination of a network of scientific experts, public health officials and advisory committees / working groups to develop guidelines / recommendations for selected topics and to investigate diseases of provincial and/or national importance. ***Topics:*** Immunization, foodborne, waterborne and enteric diseases, nosocomial and occupations infections, respiratory diseases and bloodborne pathogens. ***Program Record Number:*** HCan 003 132

Microbiology

Description: This Bureau provides provincial public health laboratories and tertiary care hospitals with state-of-the-art diagnostic and reference laboratory services related to infectious diseases. Its National Laboratories in Ottawa and National Centres located across the country form a nation-wide public health

laboratory network thereby providing access to a comprehensive range of quality laboratory services. In addition, some programs organized through the World Health Organization (WHO) and the Pan American Health Organization (PAHO) provide laboratory health care and services to the international community. The Bureau is scheduled to relocate to Winnipeg in the Summer if 1998. ***Topics:*** Bacterial and viral diseases, Biorepository and International Patent Depository Authority ***Program Record Number:*** HCan 003 180

National HIV/AIDS Laboratories

Description: The National HIV/AIDS Laboratories for human immunodeficiency virus (HIV) and human T-cell lymphotropic viruses (HTLV-I and II) include the National Laboratory for HIV Reference Services (provides provincial laboratories with a national diagnostic and expert reference laboratory), the National Laboratory for HIV Genetics (carries out viral strain surveillance), the National Laboratory for HIV Pathogenesis (develops HIV vaccine in animal models) and the National Laboratory for Analytical Cytometry (technology development and quality control for Canadian Clinical Trials Network). ***Topics:*** The detection of HIV infection, particular HIV strains and the measurement of changes in the immune system related to HIV infection; studies on the pathogenesis of HIV infection and HIV vaccine development. ***Program Record Number:*** HCan 003 185

Office of Special Health Initiatives

Description: This Office provides program development for new or re-emerging public health issues through developmental and initial administrative support functions. ***Topics:*** Tuberculosis Prevention and Control: All provinces and territories participate in this system by forwarding data relating to all reported cases of new active and reactivated TB cases in their jurisdiction to the TB Control Program at LCDC. As part of the responsibility of maintaining this database, LCDC produces annual reports containing various analyses on the data, Global health intelligence, global and regional electronic information highways, HIV/AIDS, emerging pathogens, migration health and enforcement of the Quarantine Act. ***Program Record Number:*** HCan 003 170

Reproductive and Child Health

Description: This Bureau, in partnership with many stakeholders (government agencies, non-governmental organizations, academic centres, international agencies) conducts national surveillance of selected child and reproductive health issues including data collection, analysis and response. Response activities include information dissemination, policy development, prevention / intervention programs and targeted epidemiologic risk assessment studies. ***Topics:*** Reproductive, perinatal and infant health, and child injury (including maltreatment). ***Program Record Number:*** HCan 003 172

♦ Therapeutic Products Programme

Biological Drugs

Description: Information on the licensing of biological drugs. ***Topics:*** Licensing; testing; plant inspections; submissions; plant master files. ***Program Record Number:*** HCan 003 145

Human Prescription Drugs

Description: Files on the safety, efficacy, quality and control of prescription drugs and their availability. ***Topics:*** Submissions and evaluations on new drugs, investigational new drugs, emergency drugs, drug identification number submissions, and health hazard evaluations. ***Program Record Number:*** HCan 003 130

Medical Devices

Description: Inventory of Medical Devices in the Canadian Market Place; files on the safety and effectiveness of new devices; the development of essential performance and safety standards; labelling; and correction or regulatory action in response to evidence of device failures. ***Topics:*** Device recalls and problems, performance and test data; class studies; standards; notification; media broadcast scripts; interactions with provincial departments and associations; advisory committees; coroners' inquests; regulations; international transactions; premarket review and clinical studies. ***Program Record Number:*** HCan 003 195

Narcotics, Controlled and Restricted Drugs

Description: Contains information on the medical and scientific use of psychoactive drugs; misuse and abuse; monitoring of distribution; diversion of legal drugs. ***Topics:*** Co-operation and liaison with provincial licensing bodies and professional associations; purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists; analysts and researchers, transportation and shipment; illicit use and trafficking; hospitals and penitentiaries; military medical establishments; enforcement investigating and prosecution; United Nations Narcotic Commission; legal agents; co-operating liaison with other federal and provincial departments, foreign countries, educational institutions; prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others. ***Program Record Number:*** HCan 003 150

Non-prescription Drugs

Description: Information on applications for the registration of proprietary medicines. Also, a review of the safety, efficacy and quality of other over-the-counter drugs and their availability. ***Topics:*** Disinfectants; vitamins; minerals; advertising; labelling; drug identification numbers. ***Program Record Number:*** HCan 003 125

Psychoactive Drugs

Description: Information on the development of control policies regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial

departments to develop legislation to minimize illegal use of psychotropic drugs. ***Topics:*** Cannabis, psychoactive drugs – monitoring of use and attitudes, health effects, and legislation. ***Program Record Number:*** HCan 003 160

Radiopharmaceuticals

Description: Regulatory control of Schedule C drugs (radiopharmaecuticals, radionuclide generators, kits for the preparation of radiopharmaceuticals) distributed in Canada. ***Topics:*** Licensing, laboratory testing, plant inspections, nuclear medicine department inspections, quality control, submissions, plant master files and research. ***Program Record Number:*** HCan 003 215

Suspected Adverse Drug Reactions

Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. ***Topics:*** Suspected adverse drug reactions. ***Program Record Number:*** HCan 003 175

♦ Transition Office

Health Protection Branch Transition Team

Description: The HPB Transition Team was created in the summer of 1997 and has a two to three year mandate. In light of emerging challenges to public health, and the pressures of increasing globalization, some of HPB's regulatory and organizational structures must change. It will do this by employing leading edge science and expertise, new technologies for information management and surveillance, and by creating a contemporary and streamlined legislative foundation. HPB Transition will help to strengthen Health Canada and its partners, to better manage risks to the health of Canadians into the next century. The HPB Transition Team also provides support to the Science Advisory Board. ***Topics:*** The HPB Transition Team covers a wide variety of topics, these include: information management, legislative renewal, program delivery models, risk management, the Science Advisory Board, science core, and surveillance. ***Program Record Number:*** HCan 003 128

♦ First Nations and Inuit Health Programs Directorate

Indian and Northern Health Services

Description: Information on operations of health programs and services provided to or arranged for First Nations, Inuit and northern residents. ***Topics:*** Community health services, including treatment and public health activities; alcohol, drug and solvent abuse programs; dental services; environmental health and surveillance; native involvement; administration. ***Program Record Number:*** HCan 004 220

Occupational Health and Safety Agency

Occupational and Environmental Health Services

Description: Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program and first aid and emergency treatment. ***Topics:*** Environmental surveillance: methods, requirements, reports of inspections carried out; medical examinations: pre-employment and periodic, examinations for superannuation purposes, techniques, requirements, special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services – Employee Assistance Program: policies, training, techniques, conferences, first aid and emergency treatment. ***Program Record Number:*** HCan 004 225

Pest Management Regulatory Agency

Ingredients in Pesticides

Description: Information on the evaluation of pesticides and on suggested precautions for their use. ***Topics:*** Product chemistry; toxicology; metabolism; residues; environmental chemistry; toxicology and efficacy. ***Program Record Number:*** HCan 006 098

Inspection and Compliance

Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. ***Topics:*** Monitoring; Investigating; enforcement; verifications; sampling. ***Program Record Number:*** HCan 006 099

Pest Control

Description: Relates to pest control programs, diseases and parasites of plants and animals, control methods for specific pests, test data. ***Topics:*** Policies and general information on pest control; adjuvants; hard surface antimicrobials; industrial slime; invertebrate and vertebrate pests; materials preservation; plant diseases; water bodies; weed and plant growth control; wood preservation. ***Program Record Number:*** HCan 006 081

Pesticide Research Groups

Description: Permits to conduct research on new or registered products. ***Topics:*** Policies and general information on research permits and submissions. ***Program Record Number:*** HCan 006 082

Pesticide Statistics

Description: Relates to numerical information about the number of registered pesticides, submissions, and uses. ***Topics:*** Policies and general information on statistics and product developments and registrations; and uses. ***Program Record Number:*** HCan 006 083

Registration and Fees

Description: Information on the registration of pesticides under the Pest Control Products Act. ***Topics:*** Application for registration; chemical; specification forms; product labels; registrant correspondance; pesticide registration review; technical and scientific data in support of

pesticide evaluation; evaluation and registrations : the following database: Regulatory information on Pesticide Products. This database is provided to the Canadian Centre for Occupational Health and Safety. ***Access:*** Files arranged by registrant code and registration number. ***Program Record Number:*** HCan 006 097

Regulatory Communication

Description: Includes guidelines and procedures relative to the dissemination of technical information via various media. ***Topics:*** Regulatory communication; computer systems; presentations; publications; regulatory information by telephone. ***Program Record Number:*** HCan 006 095

Regulatory Liaison

Description: Relates to national and international aspects of pesticide management, coordination of policies and regulatory activities. ***Topics:*** Regulatory liaison with federal, foreign, international, national and provincial organizations and governments. ***Program Record Number:*** HCan 006 096

Policy and Consultation Branch

Health Transition Fund Secretariat

Description: Funding for pilot and evaluation projects to provide evidence on how our health systems can be improved. ***Topics:*** Conferences on pharmacare, health information and home care; proceedings; FPT Working Group meetings; committee meetings; evidence for continued reform; outcomes of national pilot and evaluation projects; health inequities; home care and community based services; rural telehealth; Aboriginal issues; integration of services; design of a pharmacare program; evaluation; dissemination. ***Program Record Number:*** HCan 002 062

Home Care Development

Description: Collecting Information on Home and Community Care. ***Topics:*** Policies, reports, committees, meetings, conferences, workshops, consultation, communication, research, studies, surveys. ***Program Record Number:*** HCan 002 188

♦ Communications Directorate

Communications Strategy and Planning

Description: Information on the Departments's policies and programs, and on issues concerning the public environment within which the Department operates. ***Topics:*** Strategic Communications Plan; Operational Communications Plan; communications strategies; communications plans for Cabinet memoranda; media analysis reports; environmental scans. ***Program Record Number:*** HCan 002 087

Media and Public Relations

Description: News releases, speeches, inquiries from media and general public, production and distribution of departmental publications, conferences and special events. ***Topics:*** All departmental programs and activities. ***Access:*** Most information is already in the public domain, available on request from headquarters and five regional communications offices. ***Program Record Number:*** HCan 002 088

♦ Health Policy and Information Directorate

Health Information

Description: Descriptive and quantitative information on Canadian and some international conditions and programs in the health sector. ***Topics:*** Determinants of health; health status; hospital services; medical care services; health personnel; health expenditures. ***Program Record Number:*** HCan 002 089

Health Policy Division and Health System and Policy Division

Description: Information on research undertaken on health issues and on analyses of proposed initiatives in the health field. ***Topics:*** Hospital care; medical care; cost containment; health regulations; health policy research; seniors; end of life care; health financing; home care; pharmaceuticals; new reproductive and genetic technologies; tobacco; children; research; and environment. ***Program Record Number:*** HCan 002 085

Information Access and Coordination

Description: Information on support for, and coordination of, information planning, development, Access to Information and Privacy, and information collection activities. ***Topics:*** Information planning; national information systems development; Access to Information and Privacy; information collection; informatics coordination. ***Program Record Number:*** HCan 002 092

♦ Intergovernmental Affairs Directorate

Federal-Provincial-Territorial Liaison

Description: Information on the Department's interaction with other levels of government and other departments. ***Topics:*** Federal-provincial territorial conferences of health ministers, federal-provincial conferences of Health Ministers and Deputy Ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments. ***Program Record Number:*** HCan 002 060

Health Insurance

Description: Information on the Canada Health Act, including the Canada Health Act Annual Report; transfer payments; and aspects of the Canadian health care system. ***Topics:*** Accessibility; portability; universality; comprehensiveness; public administration; extra-billing; user charges; reciprocal billing; additional benefits programs; extended health care services; and the Health Insurance Supplementary Fund. ***Program Record Number:*** HCan 002 259

♦ International Affairs Directorate

International Health
Description: Information on international relations by country and by organization. ***Topics:*** World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization (PAHO); the Commonwealth; bilateral and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings. ***Access:*** By country and by organization. ***Program Record Number:*** HCan 002 040

International Information
Description: Documentation on other countries and organizations in the fields of health; exchange of information between Canada and international organizations; personnel exchanges and visits between Canada and other countries. ***Access:*** By country and by organization. ***Program Record Number:*** HCan 002 065

♦ Quality Care Group

Quality Care Group
Description: Information on health system indicators and strategies for system renewal. ***Topics:*** Background papers, reports, policies, F/P/T activities; Departmental committee meetings. ***Program Record Number:*** HCan 002 030

♦ Strategic Planning and Review Directorate

Evaluation Reports
Description: Information on the relevance of key departmental policies and programs, their success in achieving their objectives, and their cost-effectiveness compared to alternatives. ***Topics:*** Completed reports on evaluations of selected departmental policies and programs. ***Storage Medium:*** Paper and computer files. ***Program Record Number:*** HCan 002 010

Emergency Services
Description: Files on the functions of this planning and coordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health plan; coordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; coordination with provincial plans is achieved through an annual federal-provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. Co-ordinate and support First-Aid training in the N.C.R. ***Topics:*** Establishment, development and maintenance of national capability to provide essential health services in an emergency; establishment and maintenance of a stockpile of health supplies as part of the Department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained. ***Program Record Number:*** HCan 004 255

Women and Health
Description: Information on health issues of concern to women, and on environmental factors that affect their well-being. ***Topics:*** Mental health; drug abuse; tobacco use; reproductive health concerns; medical services for women; women's roles; economic status of women. ***Program Record Number:*** HCan 002 331

Women's Health Bureau
Description: Information on health issues of concern to women. ***Topics:*** Policies; reports; committee meetings and conferences; Centres of Excellence for Women's Health; International Women Health and Development (WHD) issues; socioeconomic determinants of health; gender and workplace health; family health; family violence; reproductive health; adolescent health; visible minority women; rural women; women and AIDS; women's health research; pensions and income security; poverty; aging; women with disabilities; work and family responsibilities; aboriginal women. ***Program Record Number:*** HCan 002 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Classification of Positions

Employment and Staffing

Human Resources

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Personal Information Banks

Corporate Services Branch

Security Incident Reporting System (SIRS)
Description: This bank contains records which may include personal information such as the name and the description of the incident involving the individual. ***Class of Individuals:*** Departmental employees and/or other individuals involved in security incidents. ***Purpose:*** The purpose of this bank is to record and report all Health Canada security incidents such as theft/loss, security breach/violation, threat, violent client, physical assault, suspicious activity and vandalism. ***Consistent Uses:*** The information will be used internally for program management purposes and for purposes of research,

planning, evaluation, monitoring, statistics and for internal audit purposes. Statistical data may be tabulated for the Money Loss Program. Personal information may be shared with the local police authorities, the RCMP, human resource officials and managers on a need to know basis to determine appropriate action and support decisions regarding discipline or investigations. ***Retention and Disposal Standards:*** Personal information contained in the database will be retained for the five years then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 004086 ***Bank Number:*** HCan PPU 092

Service Contracts With Individuals

Description: This bank contains information on the background and experience of contractors, expected results, budgetary commitments and payment methods. ***Class of Individuals:*** Only persons under contract with the Health Promotion and Programs Branch and past contractors are included. ***Purpose:*** The bank is used in the day-to-day administration of the contracts. ***Retention and Disposal Standards:*** The information is retained for six years after completion and non-renewal of contract; two years active and four years dormant. At the end of this period, the files are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 000039 ***Bank Number:*** HCan PPU 085

♦ Human Resources Directorate

Complaints

Description: Language complaint files document the nature, extent and scope of the complaints investigated. ***Class of Individuals:*** Individuals who file complaints with the Commissioner of Official Languages and the Department. Files are number coded and are not identifiable by the names of complainants. ***Purpose:*** The information in these files is used to investigate conclusions made for the Commissioner of Official Languages in the performance of his or her duties pursuant to the Official Languages Act. ***Consistent Uses:*** In accordance with the requirements of the Official Languages Act, to reply to the Commissioner on matters which he or she considers to be of significance arising out of the investigations and audits conducted in the performance of his or her statutory mandate. ***Retention and Disposal Standards:*** The records are retained for two years after the date of the last documentation and are then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002744 ***Bank Number:*** HCan PPU 280

Language Training File

Description: This bank contains personal data, aptitude and placement test results. ***Class of Individuals:*** Health Canada employees who have gone through the language training testing process in anticipation of a non-imperative staffing action. ***Purpose:*** The bank exists in accordance with Section 5(b) of the Public Service Employment Act to record information relating to the person's knowledge of and ability to learn the second official language prior to language training. ***Consistent Uses:*** The bank provides information on language training data and on the person's proficiency in, and ability to learn the second official language. ***Retention and Disposal Standards:*** Records are kept for two years after the date of the last documentation and are then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002899 ***Bank Number:*** HCan PPU 275

Personnel Selection Files

Description: This bank contains requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms or résumés, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates' order of merit, and notification of appointment. ***Class of Individuals:*** Individuals who are being considered for appointment to the Department. ***Purpose:*** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection with or without competition. ***Consistent Uses:*** This bank is used to staff positions and to provide related documentation for PSC Investigations as a result of the selection process. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the Department. ***Retention and Disposal Standards:*** Records are retained for two years after the eligibility list expires or two years after it has been used for administrative purposes, and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002743 ***Bank Number:*** HCan PPU 264

Second Language Evaluation (SLE) Test Requests and Results

Description: This bank contains basic personal information, second language evaluation requests and records of result forms. Individuals completing a Personal Information Request Form are asked to quote their social insurance number. ***Class of Individuals:*** Health Canada employees servants who have taken the second language evaluation examination. ***Purpose:*** This bank exists in accordance with Sections 16 and 20(1) of the Public Service Employment Act to record second language evaluation (SLE) scores and language assessment results for the purpose of appointment. ***Consistent Uses:*** This bank is used to provide information on second language evaluation assessments; to provide information for general personnel management purposes; and to provide information for research and statistical purposes. For research purposes, the information may also be linked to other information banks. The bank is also used to feed the "SLE database" at the Personnel Applications Centre (PAC) SSC. That information is then available on-line and by telephone enquiry. ***Retention and Disposal Standards:*** Computerized records are retained for two years after they are superseded or become obsolete. Hard copy files are retained for two years. Records are then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002898 ***Bank Number:*** HCan PPU 270

Division of Aging and Seniors:

Home Care Study

Description: This bank contains information about clients and formal and informal care providers of home care within Ottawa-Carleton. The data consists of a client code, postal code, age, gender, diagnosis, reason for admission to home care, referral source, mother tongue, living arrangements, relation to informal care provider. For informal care providers, data include the individual score on the Zarit Caregiver Burden Scale. ***Class of Individuals:*** Formal and informal care providers and clients admitted to the Regional Municipality of Ottawa-Carleton Home Care Program. ***Purpose:*** To gain a better understanding of the factors which influence access to home care services. ***Consistent Uses:*** Pilot research project only. ***Retention and Disposal Standards:*** Retained 25 yrs then transferred to NAC. ***PAC Number:*** 78-014 ***TBS Registration:*** 004089 ***Bank Number:*** HCan PPU 090

♦ Strategies and Systems for Health Directorate

Applications for Contributions Files

Description: This bank contains a full description of the research to be undertaken as well as the curriculum vitae of each person responsible for the execution of health-related scientific activities approved under the National Health Research and Development Program (NHRDP), the assessment made by members of the Review Committee and the external reviewers and the internal evaluation by departmental officers. ***Class of Individuals:*** Persons involved in health research are included in this bank. ***Purpose:*** The purpose of the bank is to administer the review of applications for funds from the National Health Research and Development Program for research projects, conferences, and related scientific activities and to administer the approved funds. In future, it may be used in the internal evaluation of NHRDP activities. ***Consistent Uses:*** The information gathered in this bank is used only for the assessment of the scientific merit of the research proposals, and the suitability of research personnel to carry out proposals submitted under the National Health Research and Development Program information is shared with the Medical Research Council. ***Retention and Disposal Standards:*** Non-funded applications are held for 3 yrs, funded applications for 6 yrs before disposal; final reports are retained 50 yrs then transferred to NAC. ***PAC Number:*** 74-007 ***TBS Registration:*** 004087 ***Bank Number:*** HCan PPU 105

Committee Files

Description: This bank contains the curriculum vitae, education, address, employment and publications of each member of the advisory and review committees. ***Class of Individuals:*** Canadian health researchers, health professionals and some representatives of interest groups promoting health research are included in this bank. ***Purpose:*** The purpose of this bank is to record the background of each member of the advisory and review committees for the purpose of verifying, if requested, that the membership is representative of the health research community. ***Consistent Uses:*** The information gathered is used only for obtaining internal departmental approval of committees memberships. ***Retention and Disposal Standards:*** Retained 6 years, then transferred to NAC. ***PAC Number:*** 74-007 ***TBS Registration:*** 004088 ***Bank Number:*** HCan PPU 110

Fitness Research Projects Funding Inventory

Description: The Directorate provides contributions to the Canadian Fitness and Lifestyle Research Institute to: generate and disseminate knowledge regarding physical activity; manage and administer the Research Contributions Program through which basic and applied research is undertaken; and to provide authoritative information for program and policy development. The file contains a record of the contribution agreement, minutes of the Institute's board meetings and detailed description of the program, approved budget and financial accounting reports. ***Class of Individuals:*** Personal information relates to each principal researcher and co-researcher who applies for consideration in the program. ***Purpose:*** The purpose of this bank is to support the administration of the Research Contribution Program and the financial accounting within Fitness Division. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Retained 10 yrs, then transferred to NAC. ***PAC Number:*** 69-079 ***TBS Registration:*** 004091 ***Bank Number:*** HCan PPU 235

Order of Canada Nominees

Description: This bank contains recommendations and biographical information, as well as related correspondence, on persons recommended as nominees for an Order of Canada Award. ***Class of Individuals:*** Personal information on persons in sport or recreation who are nominated for the Order of Canada Award. ***Purpose:*** The purpose of this bank is to maintain an inventory of recommendations on persons in sport or recreation who may be nominated for an Order of Canada Award. The inventory of unsuccessful candidates is used for reconsideration of Award nominations. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in part 5. ***Retention and Disposal Standards:*** Records are retained for three years and are then forwarded to the National Archives of Canada. ***TBS Registration:*** 002738 ***Bank Number:*** HCan PPU 240

Personnel Award Application Files

Description: This bank contains the address, marital status, health-related employment history, educational background, publications, research and career plans, confidential assessments of candidates and letters of reference, and review committee members' comments on the application. ***Class of Individuals:*** Health researchers – Canadian or landed immigrant, university graduates or applicants for graduate studies planning to begin or

continue careers in health research are included in this bank. ***Purpose:*** The purpose of this bank is to administer the review of applications for funds from the National Health Research and Development Program for training, career development, and career support and to administer the approved funds. In future it may be used in the internal evaluation of the awards program. ***Consistent Uses:*** The information gathered in this bank is used only for the assessment of candidates in carrying out their proposals under the National Health Research and Development Program (NHRDP). ***Retention and Disposal Standards:*** Non-funded applications are held for 3 yrs, funded applications for 6 yrs before disposal; final reports are retained 50 yrs then transferred to NAC. ***PAC Number:*** 74-007 ***TBS Registration:*** 004090 ***Bank Number:*** HCan PPU 100

♦ Environmental Health Directorate

Canadian Accident Injury Reporting and Evaluation

Description: This bank incudes the chart number, institution, age of victim, admittance date, number of days hospitalized, injury nature and cause, place of occurrence, disposition and product involved. Formerly CCA PPU 025. ***Class of Individuals:*** General public. ***Purpose:*** The bank was established to assist in setting of priorities and is used for internal and external data retrievals and regular publications. ***Retention and Disposal Standards:*** Records are retained for a minimum of two years. ***TBS Registration:*** 002110 ***Bank Number:*** HCan PPU 025

Case-Control Study on Passive Smoking and Lung Cancer

Description: This bank contains demographic information, and information on exposure to passive smoking, familial history of cancer, personal history of respiratory illness, occupational history, diet, environmental exposures, residential history, and radon exposure for about 735 non-smoking lung cancer cases and about 735 controls, across Canada. This bank also contains demographic information on personal smoking history, and a brief occupational history for about 38,000 smoking lung cancer cases across Canada. ***Class of Individuals:*** Individuals diagnosed with primary lung cancer between January 1, 1995 to December 31, 1996 (approx.) Controls matched to non-smoking lung cancer cases. ***Purpose:*** To examine the relationship between exposure to environmental tobacco smoke and the incidence of lung cancer, adjusting for the effects of other potential risk factors including occupation, diet, and environmental radon. To estimate incidence of smoking among lung cancer cases in Canada. ***Consistent Uses:*** None ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004095 ***Bank Number:*** HCan PPU 038

Child Acute Respiratory Effects Study

Description: This bank contains information on the respiratory illnesses and pulmonary function measures and the ages of 100 females aged 7 to 15 years attending a girl guide camp (Camp Kiawa) in July and August of 1986. Data on parental smoking habits, education and other home characteristics were collected. Allergy test and heart rate monitoring results are also recorded. ***Class of Individuals:*** Girls aged 7 to 15 years who attended Camp Kiawa from July 1 to August 10, 1986. ***Purpose:*** The purpose of this bank is to examine the relationship between transported air pollution and respiratory health in children. ***Consistent Uses:*** There will be no disclosure of any personal information from this data bank. Only summary statistics and conclusions drawn from the study will be publicly disclosed. There will be no linking and matching of information in this data bank with any other information or data bank presently existing. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004096 ***Bank Number:*** HCan PPU 036

Children's Respiratory Health Study

Description: This bank contains information about children and adolescents currently residing in Saint John, New Brunswick. The data consists of questionnaires completed by parents for grade five students and self-completed by grade twelve students. In addition, students will have height, weight and their lung capacity measured. The information collected includes name, address, telephone number of the students and parent or legal guardian and the gender of the child/adolescent. ***Class of Individuals:*** Grade five children, ages nine to eleven and grade twelve students, ages sixteen to eighteen, residing in Saint John, New Brunswick. ***Purpose:*** To assess the longer term effects of exposure to air pollution in children and adolescents. ***Consistent Uses:*** Information may be used to contact these individuals in follow-up survey. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004097 ***Bank Number:*** HCan PPU 089

Fish & Wildlife Nutrition Project in Areas of Concern

Description: This bank contains information about Ontario anglers and consumers of aquatic wildlife in Areas of Concern. These groups may not be licensed or may otherwise be outside the mainstream due to language or ethnicity. Information includes name, address, telephone number, gender, marital status, country of birth, fish and aquatic wildlife consumption patterns, household income and language spoken in the home. ***Class of Individuals:*** Ontario anglers and consumers of fish and aquatic wildlife in selected geographic locations. ***Purpose:*** The purpose of this bank is to conduct research into fish and aquatic wildlife consumption patterns among high risk Ontario

anglers and consumers. ***Consistent Uses:*** Information may be used to contact these individuals in follow-up surveys. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***Related to PR#:*** HCan 003 190 ***TBS Registration:*** 004099 ***Bank Number:*** HCan PPU 079

Health Effects of Molds in Homes
Description: This bank contains information collected since 1991 about adults and children resident in approximately 500 dwellings in Wallaceburg, Ontario, including name, address, telephone number, age, sex, general health data of the child, blood and mucous samples, audio recordings of nocturnal coughing, dust, mold and mildew samples and general description of the home itself. ***Class of Individuals:*** Residents of selected Wallaceburg, Ontario households who agree to participate in the study. ***Purpose:*** To conduct research into indoor air quality and molds and their impact on childhood illness. ***Consistent Uses:*** Non-personal information will be shared with Canada Mortgage and Housing Corporation, co-sponsors of the study. Information may be used to contact these individuals in follow-up surveys. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004101 ***Bank Number:*** HCan PPU 083

Indoor Air Quality in the Health of Infants: a birth cohort study focusing on indoor microbials
Description: This bank contains information about Canadian children from birth to two years of age. Data will be collected by: questionnaire, blood samples and an instrument which records from the home. It will also contain information on the indoor environment (irritants and allergens) and healthy information on the child and the family. Blood tests will be taken for evidence of allergy and lymphocyte activation. Information will include name, address and telephone numbers of the child and the family. The Child will be followed up at two week intervals for incidence of illnesses up until the age of two years. The children are not selected based on illness. ***Class of Individuals:*** Children born to mothers living in Prince Edward Island will be recruited from physician's offices. ***Purpose:*** To determine the environmental factors which increase the incidence of illness in infants. ***Consistent Uses:*** None. Information may be used to contact these individuals for follow-up surveys. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004103 ***Bank Number:*** HCan PPU 285

National Dose Registry for Occupational Exposures
Description: This bank currently includes information on occupational exposures to radiation. Records are kept on an individual basis and include, in addition to personal identifying information, cumulative radiation exposures and a record-by-record account of the entries into the Registry. Exposure records are inputed from the National Dosimetry Service, organizations that have their own radiation monitoring programs, and some commercial dosimetry processors. Persons requesting records should include their SIN on their request form. ***Class of Individuals:*** Occupationally-exposed radiation workers. ***Purpose:*** To keep records for individuals whose occupational radiation exposure has been monitored. The records are used for epidemiological and statistical studies, informational purposes, and in support of the regulatory control of occupational radiation exposures. ***Consistent Uses:*** The Registry is designed and used primarily for epidemiological and informational purposes. It is also used to advise the individual, his or her employer and the appropriate regulatory authorities when the record shows that the maximum permissible dose has been exceeded or is about to be exceeded, as described in relevant provincial Acts, the Canada Labour Safety Code or Treasury Board recommendations for federal employees, and the Atomic Energy Control Act. Information is supplied to federal and provincial authorities responsible for the control of occupational radiation exposure and may be used in subsequent litigation relating to matters of non-compliance by industry. Upon request, it is also supplied to the Workers' Compensation Board in relation to a compensation claim. ***Retention and Disposal Standards:*** Kept for 80 years. ***PAC Number:*** 72-004 ***Related to PR#:*** HWC EHD 200 ***TBS Registration:*** 000038 ***Bank Number:*** HCan PPU 080

St. Lawrence Vision 2000 Health Components Project
Description: Contains information about persons tested or interviewed pursuant to a number of research projects in the Health Component of the St. Lawrence Vision 2000 program. May include name, address, marital status, sex, language, date of birth, education, income and employment data, food and nutritional profiles, immigration data, health data, alcohol and cigarette consumption, reproductive and fertility histories, and certain very specific recreational activities. Samples may include hair, blood, urine, semen and placental tissue. ***Class of Individuals:*** Only contains information about persons residing in the immediate vicinity of the St. Lawrence River in Quebec who have been interviewed by investigators. ***Purpose:*** To conduct epidemiological research; to assess health risks associated with certain behaviours and environmental agents; to contribute to future health promotion activities. ***Consistent Uses:*** None. There may be longitudinal surveys of some respondents. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004109 ***Bank Number:*** HCan PPU 084

♦ Laboratory Centre for Disease Control Directorate

Canadian Childhood Surveillance and Control Program

Description: This bank contains information about Canadian children under age 20 years diagnosed with cancer from 1995 on. Data will be collected via questionnaire and clinical chart review. Information includes name, address, telephone number of the patient and the parent or legal guardian and the gender, health insurance number and biological specimens of the child. ***Class of Individuals:*** Canadian children aged 20 or less at time of diagnosis with cancer as identified via pediatric oncology centres or via provincial cancer registries, and who agree to participate in study. ***Purpose:*** To facilitate development of prevention and control strategies, and to assess risk factors and to minimize long-term consequences. ***Consistent Uses:*** Surveillance analysis conducted by LCDC. Information may be used to contact these individuals in follow-up surveys. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***Related to PR#:*** HCan 003 165 ***TBS Registration:*** 004092 ***Bank Number:*** HCan PPU 082

Canadian Communicable Disease Surveillance System (CCDSS)

Description: This bank contains information provided by provincial health departments relating to socio-demographic characteristics of the patients, diagnostic information and treatment history. ***Class of Individuals:*** the information relates to individuals with a diagnosed occurrence of a notifiable communicable disease. ***Purpose:*** The purpose of this bank is to provide a database to monitor the incidence of notifiable communicable diseases for use in epidemiological studies in support of disease control and prevention measures. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then transferred to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004093 ***Bank Number:*** HCan PPU 078

Canadian Congenital Anomalies Surveillance System (CCASS)

Description: The bank contains information on incidence of birth defects in Canada. Participating provinces provide machine-readable information including the date of birth, sex, nature of birth defects, municipality of residence and a provincial registration number. The system was initiated in 1966. ***Class of Individuals:*** All infants born in participating provinces and diagnosed as having a birth defect in the first year of life since 1973. ***Purpose:*** The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in section 5. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004111 ***Bank Number:*** HCan PPU 075

Canadian Hospitals Injury Reporting and Prevention Program

Description: This bank contains information provided by injured persons and by the hospitals at which they were seen. The following personal information is in the bank: the hospital name, injured person's medical record number, date of birth, sex and postal code and the first three letters of the individual's family name. In addition there is information on the circumstances in which the injury occurred, the nature of the injury and how the case was handled in the emergency room. ***Class of Individuals:*** The information relates to individuals who seek care for injuries or poisoning at one of 10 pediatric and 6 general hospitals that participate in the program. ***Purpose:*** The purpose of this bank is to provide an ongoing surveillance of the circumstances in which injuries occur and, by making the information available to those who develop and evaluate injury prevention programs, to make an important contribution to reducing the number and severity of injuries in Canada. ***Consistent Uses:*** A postal code conversion program developed at Statistics Canada will permit linkage of CHIRPP data with grouped census data and analysis of the associations of sociodemographic factors with injuries. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***TBS Registration:*** 003452 ***Bank Number:*** HCan PPU 066

Canadian Surveillance for Creutzfeldt – Jakob Disease

Description: This data will be collected about people with Creutzfeldt – Jakob disease and persons who do not have Creutzfeldt – Jakob disease (controls) by reviewing their clinical records for clinical information and for information about exposure to blood or certain procedures. Additional information will be collected by interviews with the family, by collecting blood samples for genetic tests and by collecting neuropathology samples after death. ***Class of Individuals:*** All persons who develop Creutzfeldt – Jakob disease and their controls, recruited through physicians from hospitals and the local community. ***Purpose:*** To determine the risk of acquiring Creutzfeldt – Jakob disease through blood transfusions; to determine if there is any unusual forms of Creutzfeldt – Jacob disease as seen in England following the bovine spongiform encephalopathy (mad cow disease) epidemic. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004904 ***Bank Number:*** HCan PPU 286

Great Lakes Health Effects Cohort Study
Description: This bank contains basic personal information, fish consumption patterns, household income, current employment information (kind of work, exposures in the workplace), and medical history data on a sample of Ontario Sport Fish Licence holders (1988) and their families. ***Class of Individuals:*** Phase I: 1988 Ontario Sport Fish Licence holders (approximately 1,000,000). Phase II: A sub-sample of Phase I, plus adult and child members of their household (approximately 100,000 records). Phase III: Further data on a sub-sample of Phase II. ***Purpose:*** The data were collected for research and statistical purposes as part of a study designed to investigate the adverse health effects of Great Lakes water pollution as bio-concentrated by fish. ***Consistent Uses:*** The data collected were intended to be used to determine the risk of cancer, adverse reproductive outcomes (for example, birth defects) and mortality from certain causes associated with consumption of fish caught in the Great Lakes Basin. The individuals identified in the data bank may be followed up over time by linkage to cancer incidence, congenial anomaly or mortality registries. However do to budgetary and other constraints this may not be done. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004100 ***Bank Number:*** HCan PPU 076

Nutrition Canada Survey
Description: Contains the replies to dietary and lifestyle questionnaires completed between September 1970 and December 1972. General physical and dental exams were also conducted. Includes information on name, residence, age, sex, education level, 24 hour food recall and one month food frequency of certain foods. Follow-up information, on mortality and cancer incidence only, has been obtained up to 1993 through record linkage conducted by Statistics Canada. ***Class of Individuals:*** Canadians of all ages who responded to the Nutrition Canada survey. Follow-up information is only available for those 11 or older at the time of the survey. ***Purpose:*** To determine quantity of food items consumed and the prevalence of nutritional diseases in the Canadian population in order to more effectively plan future nutritional programs. Follow-up information was obtained for purposes of scientific research into risk or protective factors for cancer and/or death. ***Consistent Uses:*** Respondents may be contacted for longitudinal follow-up surveys and/or interviews by researchers. ***Retention and Disposal Standards:*** Records will be retained by the program for 10 years. ***TBS Registration:*** 004066 ***Bank Number:*** HCan PPU 072

Ontario Farm Family Health Study
Description: Information collected from 2000 farm families, including name, address, race, colour, religion, age, sex and country of birth. ***Class of Individuals:*** Ontario Farm Families. ***Purpose:*** Information is collected for use in a study designed to assess potential exposures on the farm. ***Consistent Uses:*** Research and Statistical Purposes. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***Related to PR#:*** HC HPB 165 ***TBS Registration:*** 004104 ***Bank Number:*** HCan PPU 037

Pesticide Biological Monitoring Pilot Study
Description: Contains the name, address, socio-economic status, racial origin, religion, sex, country of birth, sample date, sample type (urine, semen, etc.), farm characteristics, chronic disease and accident histories of farm families participating in this study. ***Class of Individuals:*** Ontario farm families selected from the previous Ontario Farm Family Health Study (Personal Information Bank HCan-PPU-037 refers). ***Purpose:*** Obtain measures of pesticide levels and to assess effects on general health and male reproductive health, obtain data on chronic diseases and injuries; assess other risks to health. ***Consistent Uses:*** Epidemiological research only. In some instances, study information may be released to participant's family physicians with consent. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***Related to PR#:*** HCan 003 190 ***TBS Registration:*** 004105 ***Bank Number:*** HCan PPU 035

Physician Asthma Management Study
Description: Contains information provided by selected Canadian physicians on the management and education of asthmatic patients. Data includes name, address, age, specialty of physician, as well as descriptive indicators of their asthma management practice behaviours. ***Class of Individuals:*** Canadian physicians (family physicians / general practitioners, pediatricians, respirologists, allergists / immunologists, interns) with asthmatic patients. ***Purpose:*** To collect information on the variety and quality of asthma care and education in Canada; to provide advice to the National Asthma Control Task Force. ***Consistent Uses:*** None, Physicians may be asked to consent to individual patient follow-up by the investigators. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004106 ***Bank Number:*** HCan PPU 086

Spousal Determinants in Delayed Response to Chest Discomfort Survey
Description: The telephone survey contains information on how a woman would respond if her partner consulted her regarding chest discomfort. Personal information will only be collected on those individuals who agree to participate in future surveys on the same subjects. Personal identifiers collected will include name, address, age, and telephone number. ***Class of Individuals:***

Respondents are randomly selected adult women chosen by telephone number in Ottawa-Carleton. ***Purpose:*** Future surveys on delay determinants would be enhanced if repeated on the same individuals to examine changes over time or after community targeted interventions. ***Consistent Uses:*** To match an individual's response from the first survey to subsequent surveys. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004108 ***Bank Number:*** HCan PPU 091

Student Lung Health Survey
Description: This bank contains information provided by students (ages 5 to 19) and their parents / guardians. The following personal information is in the bank: the parent's name, postal code, education, income, the student's name, date of birth, and sex. In addition, there is information on the student's lung health and the factors that may affect it. ***Class of Individuals:*** The information relates to students (and their parent / guardian) attending selected schools within the jurisdiction of nine volunteer public health units. The public health units are part of the Sentinel Health Unit Surveillance System (SHUSS).. ***Purpose:*** The purpose of this bank is to collect enhanced surveillance data on current asthmatic and asthma-like students. Information will be collected on asthma prevalence, incidence, severity, clinical treatment, patience compliance, environmental control measures, asthma education, risk factors, health care utilization, and demographic and socioeconomic factors. This is needed for the planing and implementation of effective asthma control programs / measures in Canada. ***Consistent Uses:*** Respondents may be contacted in the future to provide other health related information. This information may be shared with other programs within Health Canada. The public health units will retain the original questionnaires and data for their own health services delivery. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***Related to PR#:*** HCan 003 165 ***TBS Registration:*** 004110 ***Bank Number:*** HCan PPU 081

Traveller Illness Reports
Description: The Traveller Illness Report form will collect information on an individual who arrives ill at a port of entry (airport, seaport, border crossing, etc.) as well as when needed, other passengers in contact with the ill individual(s). Information collected include some, if not all, of the following: traveller's (or contact's) name, nationality, home address and phone number, address and phone number while in Canada (if different), transporter details (airline, ship, seat/cabin number, etc.), ill traveller's symptoms (high fever, coughing, rash, bleeding, etc.), travel history, particularly if there has been recent travel in a tropical country, if any, similar illness in travel companions preliminary diagnosis, if available, if the traveller is being referred to hospital for medical attention, details on the ambulance, hospital, immigration status of the ill individual (and if not Canadian, passport number), name and phone number of person reporting the ill traveller. ***Class of Individuals:*** Travellers arriving at a Canadian port of entry who exhibit two or more symptoms of illness. ***Purpose:*** The Traveller Illness Report form is used to document arriving ill individuals and their contacts in order to determine the amount of illness among travellers and to proactively identify unusual incidences of diseases overseas as well as to facilitate tracing of passengers in the event of an outbreak of diseases of significance. ***Consistent Uses:*** Nominal information collected by the Traveller Illness Report form will not be matched with any other personal information bank. Data on countries visited and symptoms exhibited may be collected for research purposes. Disclosure of an individual's information will be limited, on a need-to-know basis, to appropriate port of entry personnel, Health Canada quarantine officials and, in the case of someone who requires further medical attention at a health care institution, medical staff as well as immigration authorities, should the traveller not be Canadian. ***Retention and Disposal Standards:*** Nominal and tracing information will be retained for at least two incubation periods of the suspected illness, to a maximum of three months, in order to ensure that there is no secondary spread of the illness. After abstraction of data on countries visited and symptoms for research purposes, the form will be retained for 2 years, then destroyed. ***TBS Registration:*** 004064 ***Bank Number:*** HCan PPU 071

Tuberculosis Database
Description: Contains information collected and provided since 1996 by provincial and territorial offices of tuberculosis about persons reported with TB. Data may include name, address, date and place of birth, sex, marital status, clinical data, any unique identifier and aboriginal status. For deceased persons, data may include cause and date of death. Some reports may include follow-up treatment and compliance. Earlier data are retained by Statistics Canada in Personal Information Bank STC PPU 070. ***Class of Individuals:*** Individuals with new active or reactivated tuberculosis. ***Purpose:*** To support the prevention and control of tuberculosis. ***Consistent Uses:*** None. Information may be provided to Statistics Canada. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC (excluding questionnaires which may be destroyed after 2 yrs). ***PAC Number:*** 613215 ***TBS Registration:*** 004112 ***Bank Number:*** HCan PPU 087

♦ Office of Scientific and Regulatory Affairs

Extraordinary Assistance Plan
Description: Contains applications, correspondence, medical records of applicants who became infected with the AIDS virus (HIV) who received blood or blood products: and to living thalidomide victims who were born in Canada and whose mothers took thalidomide during

the first trimester of pregnancy. ***Class of Individuals:*** Individuals or agents of their estates who have applied for benefits. ***Purpose:*** To determine eligibility and administer financial benefits to HIV – infected persons and thalidomide victims. ***Consistent Uses:*** Information contained in these files is used to determine eligibility for receipt of financial benefits only. ***Retention and Disposal Standards:*** The HIV – files are retained for 20 years and the thalidomide files for 100 years. ***TBS Registration:*** 003663 ***Bank Number:*** HCan PPU 039

Incident Reporting System

Description: This bank contains information about complaints or queries received in regard to actual or perceived problems or concerns with medical devices, pharmaceutical products, food and other items that are regulated by Health Canada. Information may include name, address, telephone number of the contact person, product description such as make, model, serial or other identifying number, location of incident, any follow-up action taken and other details required for any necessary intervention by Health Canada or other authorities. ***Class of Individuals:*** Canadians or visitors to Canada, medical practitioners and hospital authorities, police and customs agents, coroners and provincial medical officers of health and representatives of manufacturers who may be involved with the reporting or investigation of a complaint. ***Purpose:*** To investigate and track complaints received by the Department. ***Consistent Uses:*** Information may be used to follow-up with complainants. It may be shared with other agencies including Agriculture and Agri-Food Canada, provincial regulatory bodies, provincial Medical Officers of Health and individual practitioners. ***Retention and Disposal Standards:*** Retained for 25 years, then transferred to NAC. ***PAC Number:*** 78-028 ***TBS Registration:*** 004102 ***Bank Number:*** HCan PPU 088

♦ Therapeutic Products Programme

Amphetamine Control

Description: This bank contains diagnostic and other information from physicians on the perceived medical needs, for designated amphetamines. ***Class of Individuals:*** Only patients for whom designated amphetamines have been prescribed for non-listed conditions are included. ***Purpose:*** The purpose of this bank is to regulate the non-approved uses of a restricted class of drugs. The bank is part of the monitoring of the use of this class of drugs in conformity with the Food and Drugs Act and Regulations. ***Consistent Uses:*** Information from this bank may be released to provincial licensing authorities of the health professions. ***Retention and Disposal Standards:*** Practitioner files are kept two years after the death of a doctor; five years after the last correspondence or last record of registration if there is no history of drug-related problems; and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. ***PAC Number:*** 75-021 ***TBS Registration:*** 002731 ***Bank Number:*** HCan PPU 065

Drug Investigation (Users and Distribution) Files

Description: This bank contains information on people investigated under the Narcotic Control Act and Regulations, and the Food and Drugs Act and Regulations. It consists of reports prepared by the police departments, the Department of Justice, the Department of the Solicitor General, Crown counsel and lawyers on investigations concerning persons involved in illicit drug use and distribution. It also consists of information received as a result of the monitoring of drug importation, manufacture, distribution and prescription. It includes the following personal information: name, address, date of birth, fingerprints, sex, occupation, drug involvement, and details of the investigation, arrest and the case disposition, details of drugs, things, and assets seized and their disposition. ***Class of Individuals:*** In addition to the requirements indicated on the Record Access Request Form, requesters must provide their full name, date of birth and place of birth. In cases where the information is deemed to be of a sensitive nature enquirers will be required to provide appropriate identifying information about themselves at the time of access to ensure the personal information relates to them and not to another person of similar name and description. ***Purpose:*** The purpose of this bank is to ensure that the use of narcotic and controlled drugs is limited exclusively to medical and scientific purposes, to prevent diversion of those drugs to other uses and to facilitate administration of asset disposal. The information in the bank is used in making decisions in enforcing the regulations concerning the prescribing and dispensing of narcotic and controlled drugs by practitioners and pharmacists and the receipt and use of such drugs by individuals; in making decisions in connection with the disposition of drugs and things (including money, conveyances and other assets) seized under the authority of the Narcotic Control Act and Food and Drugs Act; to prepare statistics (drug use and conviction) for health planning purposes, on drug use in Canada and in the preparation of the annual report required by the United Nations Narcotic Commission. This information is not used for any administrative purpose and is not retrievable by the name of the individual. ***Consistent Uses:*** Information from this bank may be released to provincial licensing authorities of the health professions. ***Retention and Disposal Standards:*** Cannabis cases where assets or other drugs are seized are kept five years from the date of final disposition or last correspondence, whichever is later. Cannabis cases with international implications which are reported to the United Nations are kept until a final report is submitted to that organization. Such reports are kept for two months after the last action taken. Offence reports dealing with cannabis-only offenses, where no assets are seized, are kept for only two months or until the information has been extracted on a depersonalized basis and recorded for statistical purposes. Reports are then destroyed. ***PAC Number:*** 75-021 ***TBS Registration:*** 004098 ***Bank Number:*** HCan PPU 055

Methadone Program
Description: This bank contains the names and addresses of practitioners authorized to purchase, prescribe or dispense methadone. ***Class of Individuals:*** Practitioners. ***Purpose:*** It is used to monitor those physician practices where methadone is administered, including the treatment of narcotic addicts and to develop a profile of narcotic addiction treatment in Canada. ***Consistent Uses:*** Information from this bank may be released to provincial licensing authorities of the health professions. ***Retention and Disposal Standards:*** Practitioner files are kept two years after the death of a doctor, five years after the last correspondence or last record of registration if there is no history of drug-related problems, and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. ***PAC Number:*** 75-021 ***TBS Registration:*** 002730 ***Bank Number:*** HCan PPU 060

Practitioner and Pharmacist Files
Description: This bank contains information concerning the prescription, utilization and distribution of narcotic and controlled drugs by practitioners and pharmacists. It also contains reports prepared by Drugs Directorate inspectors and enforcement agencies concerning the misuse and abuse of drugs by health professionals, and investigations with respect to such diversion. ***Class of Individuals:*** Practitioners and pharmacists. ***Purpose:*** It is used in connection with drug control programs to ensure that narcotic and controlled drugs are used for legitimate medical purposes and are not diverted to illicit avenues. ***Consistent Uses:*** It is also used as a basis to make decisions concerning notifications to pharmacists and licensed narcotic and controlled drug dealers not to supply narcotic and/or controlled drugs on the strength of orders issued by certain pharmacists and orders and prescriptions issued by certain practitioners. It also serves as a basis for decisions concerning prosecution action relating to health professionals. Information from this bank may be released to provincial licensing authorities of the health profession. Information may also be provided to provincial licensing authorities in the health professions. ***Retention and Disposal Standards:*** Practitioner files are retained for two years after death; if retired or lapsed registration, for five years with no history of drug-related problems; and for ten years with a history of drug-related problems. Pharmacist files are retained for two years after death; if currently registered for five years after last correspondence if retired or lapsed registration; and for ten years after the last date of correspondence or registration. ***TBS Registration:*** 002728 ***Bank Number:*** HCan PPU 050

Purchase Records of Hospitals, Licensed Pharmaceutical Companies, and Provincially-Registered Practitioners and Pharmacists
Description: This bank contains purchase records of narcotics and controlled drugs made by licensed pharmaceutical companies and hospitals as well as currently registered practitioners and pharmacists who are entitled to purchase and/or prescribe narcotic and controlled drugs under the "Narcotic Control Act" and "Food and Drugs Act". ***Class of Individuals:*** Pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. ***Purpose:*** This bank is used to ensure that licensed narcotic and controlled drugs dealers supply narcotic and controlled drugs only to authorized persons. ***Consistent Uses:*** It is also used to monitor and assess purchases of narcotics and controlled drugs made by pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. Information from this bank may be released to provincial licensing authorities of the health professions. ***Retention and Disposal Standards:*** Records on individual cases are held for eight months for pharmacy sales reports and for three years for licensed dealers sales reports. ***PAC Number:*** 75-021 ***TBS Registration:*** 004107 ***Bank Number:*** HCan PPU 045

Record of Researchers
Description: This bank provides a list of persons authorized to use, and who are using narcotic, controlled and restricted drugs in research work. ***Class of Individuals:*** It is primarily concerned with scientists and medical and paramedical professionals. ***Purpose:*** The bank is used to ensure that persons using narcotic, controlled and restricted drugs for research purposes have been authorized to do so. ***Retention and Disposal Standards:*** Records in individual cases are held for ten years. ***TBS Registration:*** 002726 ***Bank Number:*** HCan PPU 040

Service Contracts
Description: This bank includes contract details with individuals and institutions, financial data related to contracts, and certificates of satisfactory performance. ***Class of Individuals:*** Only persons under contract to the Health Protection Branch are included. ***Purpose:*** This bank is used primarily to control commitment of funds and to ensure that payments are made in accordance with contract terms. The information is used to monitor contracts of personal service and to make decisions regarding timing and amount of payments in relation to the contract terms and satisfactory performance. ***Consistent Uses:*** Use of this bank is consistent with the purpose specified in section 5. ***Retention and Disposal Standards:*** The information is retained for six years after completion and non-renewal of contract; two years active and four years dormant. At the end of this period the files are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002732 ***Bank Number:*** HCan PPU 070

♦ Transition Office

Consultation on Health Protection Legislation
Description: This bank contains the names and addresses of persons who have provided their views and opinions on the renewal of federal health protection legislation, including some who may participate in focus groups. ***Class of Individuals:*** Representatives of all levels

of government, Canadian corporations, health institutions and related organizations, health care providers, medical practitioners, other stakeholders and private citizens with an interest in health protection. ***Purpose:*** To create a mailing list and tracking system for consultation and follow-up purposes in the process of renewing Canada's health protection legislation. ***Retention and Disposal Standards:*** Records of individual replies will be retained for 5 years then National Archives will review for archival interest. ***PAC Number:*** 86-001 ***TBS Registration:*** 004115 ***Bank Number:*** HCan PPU 051

Medical Services Branch

Surveillance of Ship-borne Illnesses
Description: This bank contains responses to questionnaires and/or interviews with persons who may have contracted, or are at risk of contracting, any foodborne or waterborne illness while on board a cruise ship with a Canadian port of call. The questionnaire contains the name, age, sex, medical symptoms of persons on board a cruise ship. May also contain results of analytical testing of samples taken from subjects. ***Class of Individuals:*** Passengers and crews of commercial cruise ships. ***Purpose:*** To investigate and report on incidents and to recommend treatment and preventive measures. ***Consistent Uses:*** Test results may be communicated with immigration officials, ship owners, crew representatives, medical practitioners and institutions. ***Retention and Disposal Standards:*** According to TB616988 questionnaires and test results are retained for 10 years, then transferred to National Archives. ***TBS Registration:*** 004065 ***Bank Number:*** HCan PPU 010

♦ First Nations and Inuit Health Programs Directorate

Bursary and Scholarship Application Files
Description: This bank contains the name, address, age, marital status, career plans, annual income, telephone numbers, educational background, letters of reference of applicants. ***Class of Individuals:*** Aboriginal students planning to begin or continue careers in health sciences. ***Purpose:*** To administer the review of applications for funds from the Indian and Inuit Health Careers Program for academic training and to administer the approved funds. ***Consistent Uses:*** The information gathered in this bank is used only for the assessment of candidates by the Selection Committee. ***Retention and Disposal Standards:*** Retained 10 yrs, then reviewed for possible transfer to NAC. ***PAC Number:*** 616988 ***TBS Registration:*** 004113 ***Bank Number:*** HCan PPU 006

Methylmercury Levels in Canadian First Nations and Inuit Peoples
Description: Contains the name, band number, family number, sex, birth date, region, community, sample date, sample type (blood, hair, etc.), contaminant type and level, school achievement and teacher's evaluation, necrologic test, pregnancy. ***Class of Individuals:*** First Nations/Inuit peoples residing in communities, especially fish eaters, women of childbearing age, school children and fishing guides. The testing is done on voluntary basis. ***Purpose:*** Monitoring of Mercury levels in First Nations/Inuit people to assess exposure. ***Consistent Uses:*** Information may be shared with native communities and N.W.T. public health authorities, in regard to their residents only, for the administration of their environmental health programs. The provinces do not have access to the data file. Within the Canadian Federal Government, access to the data file is limited to the Research and Development, Environmental Contaminants Division of the Medical Services Branch of Health Canada. ***Retention and Disposal Standards:*** Retained a minimum of 10 yrs, then reviewed for possible transfer to NAC. ***PAC Number:*** 616777 ***Related to PR#:*** HCan 004 220 ***TBS Registration:*** 004114 ***Bank Number:*** HCan PPU 021

Ontario Regional Health Information System
Description: This bank contains information about Status and non-Status First Nation residents of MSB Ontario Region who access health services on-reserve or at MSB health facilities off-reserve. Information includes name, address, gender, marital status, date of birth, Band registration number, resident status, Ontario health card number, immunization status as well as data pertaining to reportable diseases, mortality, medication, medication allergy / adverse reaction, test / exam and public health education. Information is maintained in a highly secure limited access computer system. ***Class of Individuals:*** Status and non-Status First Nation people living on-reserve, and those who live off-reserve but access health services on-reserve. ***Purpose:*** The purpose of this bank is to standardize and increase the reliability of health information, facilitate case management, and improve program planning and service delivery capabilities. ***Consistent Uses:*** Information is used for service delivery, reporting and information requirements, and program planning, evaluation, research and disease surveillance. Where permitted by legislation, information may be exchanged with the Public Health Branch of Ontario Ministry of Health for compilation of statistics and the Department of Indian Affairs and Northern Development for status verification. ***Retention and Disposal Standards:*** Records are retained for 25 years after the last service contact and / or 10 years after the death of the client. ***Related to PR#:*** HCan 004 220 ***TBS Registration:*** 003675 ***Bank Number:*** HCan PPU 007

♦ Non-Insured Health Benefits Directorate

Health Information and Claims Processing System
Description: This bank contains information recorded manually by regional offices and electronically in the Health Information Claims Processing System about registered Indians, Innu and recognized Inuit eligible for non-insured health benefits, including name, address, date of birth and registration numbers, information relating to payment claims and payments for non-insured health

benefits including dental services, drugs, medical supplies and medical equipment; and information relating to prescriber, practitioner, provider and prescription details. ***Class of Individuals:*** Registered Indians, Innu and recognized Inuit currently enrolled in a provincial or territorial health insurance plan and who continue to meet residency requirements for provincial/ territorial medicare coverage. ***Purpose:*** The purpose of this bank is to maintain a record of all individuals eligible to receive non-insured health benefits; to facilitate client access to benefits to which they may be entitled; to facilitate claims processing and payment process; and to provide statistical information such as benefit utilization, and to ensure utilization is in compliance with program directives. ***Consistent Uses:*** Information is used internally for program management purposes including research, statistics, planning and evaluation; information is collected by the contractor who administers the claims system for audit purposes; information may also be exchanged with goods and services providers to verify eligibility; information may be exchanged with provincially-registered practitioners, pharmacists, and their respective health professional licensing bodies, and with the Bureau of Drug Surveillance, Health Protection Branch, to ensure compliance with program management policies on medical necessity. ***Retention and Disposal Standards:*** Records will be retained for 25 years after the last payment. ***TBS Registration:*** 003219 ***Bank Number:*** HCan PPU 016

Medical Services Branch Status Verification System
Description: This bank contains information about registered Indians, Innu and recognized Inuit eligible for non-insured health benefits, including name, address, sex, marital status, date of birth, registration numbers, residence status, health care number (where available) and eligibility for non-insured health benefits. ***Class of Individuals:*** Registered Indians, Innus and recognized Inuit currently enrolled in a provincial or territorial health insurance plan and who continue to meet residency requirements for provincial/territorial medicate coverage. ***Purpose:*** The purpose of this bank is to maintain a record of all individuals who are or have been eligible to receive non-insured health benefits; to facilitate client access to benefits to which they may be entitled and to facilitate claims processing and payment process. ***Consistent Uses:*** Information is used internally for program management purposes including research, statistics, planning and evaluation; information may be provided to the contractor administering the claims system for payment and audit purposes; information may also be exchanged with goods and services providers to verify eligibility; information may be exchanged with provincial health facilities, DIAND, provincial medical insurance plans, and provincial or municipal welfare agencies to verify eligibility and compile statistics. ***Retention and Disposal Standards:*** Records will be maintained in accordance with relevant DIAND policies and procedures and other sources. ***TBS Registration:*** 003220 ***Bank Number:*** HCan PPU 017

♦ Program Policy, Transfer Secretariat and Planning Directorate

Federal Hospital Files
Description: This bank contains some or all of the following types of information: Admission and separation records, medical history, laboratory tests and reports, diagnostic services reports, requisitions, doctor's orders, nursing notes, counselling notes, accounting statements, x-rays, operating room reports, pharmacy, social services and other patient and treatment and services records. The records are accessible through the hospital administrator or superintendent. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. ***Class of Individuals:*** Status Indians, Inuit and residents of the Yukon. ***Purpose:*** The purpose of this bank is to maintain records for departmentally operated hospitals for inpatients and outpatients. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be exchanged with provincial health facilities, provincial and private medical insurance plans, and provincial and municipal health agencies. ***Retention and Disposal Standards:*** Records are retained for 25 years after the last entry in the file. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 002724 ***Bank Number:*** HCan PPU 015

Federal Nursing Stations and Health Centres Files
Description: This bank contains treatment and preventative nursing services records. ***Class of Individuals:*** Status Indians, Inuit and residents of the Yukon. ***Purpose:*** The purpose of this bank is to maintain records for departmentally operated nursing stations and health centres files. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be exchanged with provincial health facilities, provincial and private medical insurance plans, and provincial and municipal health agencies. ***Retention and Disposal Standards:*** Records are retained for 25 years after the last entry in the file. Upon expiry of the retention period, some of these records will then be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***TBS Registration:*** 002725 ***Bank Number:*** HCan PPU 020

Policy and Consultation Branch

Conference and Forum Nominees
Description: Contains recommendations, applications, references, curriculum vitae and/or financial claims of persons applying or selected to participate in Health Canada organized conferences and fora where registration is limited or selective. ***Class of Individuals:***

Persons who have applied for or been nominated to participate in Health Canada organized conferences or fora, including those who are selected. Does not include persons who attend conferences or fora where registration and selection are unlimited or by lottery. ***Purpose:*** To evaluate and select delegates to conferences and fora from applications received on the basis of criteria established by the organizing program area; to process any travel claims or honorariums for selected delegates; to maintain an inventory of interested persons. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Information about unsuccessful applicants will be retained for two years after the date of the event, and information about successful applicants will be retained for ten years after the last administrative action. ***TBS Registration:*** 003887 ***Bank Number:*** HCan PPU 265

♦ Health Policy and Information Directorate

Request for Information Pursuant to 8(2)(e) of the Privacy Act
Description: This bank records all requests submitted to the Department pursuant to paragraph 8(2)(e) of the Privacy Act by an investigative body specified in the regulations to the Act for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation. ***Class of Individuals:*** The information relates to those individuals who are being investigated by an investigative body specified in the regulations of the Privacy Act. ***Purpose:*** This information serves to record such requests and disclosures pursuant to paragraph 8(2)(e) of the Privacy Act. ***Retention and Disposal Standards:*** Requests submitted to the Department by an investigative body are retained for two years as specified in paragraph 7(a) of the Privacy regulations and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002741 ***Bank Number:*** HCan PPU 255

Requests for Information Submitted under the Provisions of the Access to Information and the Privacy Acts
Description: This bank records all requests by applicants for information under the control of the Department pursuant to the Access to Information Act and the Privacy Act. Class of Individuals : The information relates to those individuals who have a right to request information pursuant to section 4 of the Access Act and subsection 12(1) of the Privacy Act. ***Class of Individuals:*** The information relates to those individuals who have a right to request information pursuant to section 4 of the Access Act and subsection 12(1) of the Privacy Act. ***Purpose:*** This information is compiled for the purposes of the administration of the Access to Information Act and the Privacy Act. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** The records are retained for a minimum of two years then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002742 ***Bank Number:*** HCan PPU 260

♦ International Affairs Directorate

World Health Organization Fellowship Program (WHO)
Description: This bank contains information on only successful applicants for World Health Organization (WHO) fellowships, either Canadian health professionals undertaking short-term studies abroad or foreign health professionals coming to study in Canada. Fields of studies are environmental health, health care systems, or in medical, para-medical or other health related fields. Contents include the curriculum vitae of each professional, educational and employment history, study programs and reports prepared by Canadian fellows. ***Class of Individuals:*** Successful applicants for the WHO fellowships. ***Purpose:*** To monitor the progress of each fellow during the course of his or her program and advise WHO on the degree of success achieved by foreign fellows in Canada and to disseminate reports prepared by Canadian fellows to various governmental and non-governmental associations on request. The names of the candidates, the nature and the amount of fellowship may be published. ***Consistent Uses:*** Information is shared with Canadian or foreign universities, hospitals, professional organizations or health departments. ***Retention and Disposal Standards:*** Records on Canadian applications are held for four years and then sent to National Archives of Canada, while records on foreign applications are held for three years, and are then destroyed. ***TBS Registration:*** 002739 ***Bank Number:*** HCan PPU 245

Technical Support Files
Description: This bank contains environmental health surveillance reports, as well as results of tests performed on biological samples (blood, hair, urine) of individuals. Persons seeking access to this bank must supply their full name, the date the sample was submitted and the community where tested. Natives should provide their Band Number. ***Class of Individuals:*** Exposed Native populations and federal government employees. ***Purpose:*** This bank is used to monitor the health of individuals exposed to a wide variety of environmental and occupational hazards such as dust, mercury, PCB's, arsenic and lead. ***Consistent Uses:*** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial/territorial departments of health. ***Retention and Disposal Standards:*** Records are retained for ten years. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. ***Related to PR#:*** HWC MSB 225 ***TBS Registration:*** 002722 ***Bank Number:*** HCan PPU 005

Manuals

- 50-60 Bed Emergency Hospital
- A Guide to Green Government

- A Submitter's Guide for Compliance with Part V of the Medical Devices Regulations
- Acceptable Methods
- Acceptable methods
- Additional Provincial/Territorial Services Information Exchange
- Administrative Guidelines
- Advanced Treatment Centre
- Advisory Committee on Institutional and Medical Services (A.C.I.M.S.) Hospital Claims Manual
- Analytical Methods and Techniques for Colours in Foods
- Analytical Methods for Pesticide Residues in Foods
- Analytical Methods for the Regulatory Analysis of Foods
- B.F.M.M. Financial Coding Manual
- Bacteriology of Tuberculosis
- Because They're Young: Active Living for Canadian Children
- Blood Collection and Blood Component Manufacturing
- Blood Lead Intervention Levels and Strategies
- Branch Directives
- CAM Handbook
- Canadian Drug Identification Code
- Canadian Environmental Protection Act Human Health Risk Assessment for Priority Substances
- Canadian Immunization for Canadians
- Canadian Immunization Guide Fourth Edition, 1993
- Canadian Water Guidelines
- Casualty Collecting Unit
- Casualty Simulation
- Chemistry and Manufacturing: New Drugs
- Clinical Guidelines for Medical Services Personnel
- Coal Liquefaction and Health: Elements of a Worker Health Surveillance Program
- Code of Practice – General Principles of Food Hygiene for Use by the Food Industry in Canada
- Coding Manual
- Community Health Nursing (Saskatchewan region)
- Compendium of Analytical Methods – Vol. 1 – Official Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods – Vol. 2 – HPB Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods – Vol. 3 – Laboratory Procedures of Microbiological Analysis for Foods
- Compendium of Analytical Methods – Vol. 4 – Detection of Extranenous Matter in Foods
- Completing an Application for Registration as a Proprietary Medicine
- Conduct and Analysis of Bioavailability and Bioequivalence Studies – Part "A"
- Conduct of Clinical Investigations
- Consumer Drug Advertising
- Controlling Antimicrobial Resistance – An Integrated Action Plan for Canadians (Background Information) May 1997
- Course Manual – Emergency Health/Social Services Planning (Community)
- Course Manual – Hospital Emergency Planning
- Course Manual – Special Care Facility Emergency Planning
- Departmental Security Manual of Health Canada
- Design Guidelines – Part 1, Space and Furnishings
- DFS Procedures
- Diagnostic Reference Testing of Selected Viruses
- Diagnostic x-ray equipment compliance and facility survey
- Direction for Use of Estrogen-Progestin Combination Oral Contraceptives (OCs)
- Disinfectants: Preparation of Application for Drug Identification Number
- Dose – Response Information To Support Drug Registration (ICH)
- Drug Distribution Manual
- Economic Burden of Illness in Canada, 1993 July 1997
- Emergency Blood Services
- Emergency Clothing Manual
- Emergency Food Services Manual
- Emergency Hospital (Operating Manuals)
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Emergency War Surgery (NATO)
- EMS Self-Assessment Guide
- Exposure Guidelines for Residential Indoor Air Quality
- Family Violence in Canada: A Call to Action
- Family Violence Initiative Fact Sheet on Health and Welfare's Role
- Federal Family Violence Initiative – Information on Project Funding by Health and Welfare Canada
- Financial Management Manual (volumes 1 to 3)
- Fitness Directorate Contribution Program Administrative Guidelines for 1995-96
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year
- Foreign Service Directives
- Framework for Research on Active Living
- Fungal contamination in public buildings: A guide to recognition and management

- General principles for labelling and advertising claims that relate to the nutrition recommendations
- Glossary of Terms
- Good Manufacturing Practices, 3rd Edition
- Guide for the labelling of drugs for veterinary use
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions
- Guide to Federal Services for Senior Citizens
- Guidelines for Canadian Drinking Water Quality, Sixth Edition
- Guidelines for Canadian Recreational Water Quality
- Guidelines for developing a Pesticide Toxicology Database
- Guidelines for developing pesticide residues data in foods as consumed
- Guidelines for Evaluation of Safety and Efficacy of Antimastitis Intramammary Infusion Drugs
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for health information programs involving the sale of foods
- Guidelines for incidental additive submissions
- Guidelines for Infection Control
- Guidelines for Product Monographs and Package Inserts for Schedule C. Drugs
- Guidelines for Safe Use of Ultrasound: Part II – Industrial and Commercial Applications – Safety Code 24
- Guidelines for Submissions under Section 17 of the Canadian Environmental Protection Act
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for the nomenclature and classification of externally visible defects in metal containers of canned foods
- Guidelines for the Notification and Testing of New Substances: Chemicals and Polymers
- Guidelines for the Preparation of Drug Submissions on Schedule C Drugs
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guidelines for the Production, Distribution, Retailing and Use of Refrigerated Prepackaged Foods with Extended Shelf Life
- Guidelines for the Safe Use of Ultrasound Part I: Medical and Paramedical Applications – Safety Code 23
- Guidelines for Working with the Private Sector
- Guidelines on nutrition labelling
- Hazardous Products Act Reference Manuals
- Health – Based Tolerable Daily Intakes / Concentrations and Tumorigenic Doses / Concentrations for Priority Substances
- Health Promotion Contributions Program Guide for Applicants
- Health Protection and Drug Laws
- Homeopathic Preparations: Application for Drug Identification Numbers
- Hospital Disaster Supplies
- Human Health Risk Assessment for Priority Substances
- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
- ICH – Clinical Safety Data Management: Definitions and Standards for Expedited Reporting
- ICH – Dose – Response Information to Support Drug Registration
- ICH – Impurities in New Drug Substances
- ICH – Stability Testing of New Drug Substances and Products
- ICH – Studies in Support of Special Populations: Geriatrics
- ICH – The Extent of Population Exposure to Assess Clinical Safety for Drugs Intended for Long-Term Treatment of Non-Life-Threatening Conditions
- Indoor Air Quality in Office Buildings: A Technical Guide
- Inspection of Biologics Manufacturers
- Inspection Procedures for Food Plant Inspectors
- Investigating Human Exposure to Contaminants in the Environment: A Handbook for Exposure Calculations
- Labelling of Cosmetics
- Labelling of Drugs for Human Use
- Laboratory Biosafety Guidelines
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Laboratory Methods for Neisseria Gonorrhoeae
- Laboratory Methods for the Diagnosis of Legionnaire Disease
- Laboratory Quality Assurance Standards
- Limits of Exposure to Radiofrequency Fields at Frequencies from 10 kHz – 300 GHz – Safety Code 6
- Management of Emergency Delivery
- Manufacture and Testing of Biologics Produced by Recombinant DNA Technology
- Manufacture and Testing of Biologics Production by Recombinant DNA Technology
- Manufacture and Testing of Monoclonal Antibodies and Their Conjugates
- Menopause
- Minister's Steering Committee on Active Living Report

- Moving Through the Years: A Blueprint for Action
- National Alcohol and Drug Treatment Centres – Design 2 costs guidelines
- National Consensus Conference on Foodborne, Waterborne and Enteric Disease Surveillance November 1995
- National Consultation on the Role of the Laboratory Centre for Disease Control in Tuberculosis Prevention and Control) Proceedings and Recommendations July 1994
- National Enforcement Reports (Prosecutions, Recalls, Imported Products Unacceptable for Sale in Canada, Seizures forfeited)
- National Guidelines for Environmental Noise Control
- National Health Research and Development Program Career Awards Guide
- National Health Research and Development Program Projects Guide
- National Health Research and Development Program Training Awards Guide
- National Symposium on Risk and Prevention of Infectious Diseases for Emergency Response Personnel September 1994
- National Workshop on Tuberculosis, HIV and Other Emerging Issues) Proceedings May 1993
- Native Alcohol Abuse Program (Manitoba region)
- NIHB Program directives
- Nurses' Drug Classification System
- Nursing Manual – a reference book for Indian Health Nurses (Atlantic, Manitoba, and Saskatchewan regions)
- Occupational Health Assessment Guide
- Occupational Health Nursing Manual
- Occupational Safety and Health Manual – HC
- Office Air: A Worker's Guide to Air Quality in Offices, Schools and Hospitals
- Ontario Region – Procedures for Conducting Compliance Activities
- Oral Contraceptives (1994)
- Patient Care in Flight
- Personal Services: Psychosocial Planning for Disasters
- Plasmid Biology and Recombinant DNA Methodology
- Preparation of Human New Drug Submissions
- Preparation of Investigational New Drug Submissions
- Preparation of Veterinary New Drug Submissions
- Product Master Files
- Product Monographs
- Product Recall Procedures
- Program Guidelines
- Protocols for Identification of Neisseria Species
- Public Service Health Manual for Environmental Health Officers
- Radiation Protection in Computed Tomography Installations – Safety Code 31
- Radiation Protection in Dentistry – Recommended Safety Procedures for Use of Dental X-Ray Equipment – Safety Code 30
- Radiation Protection In Mammography – Safety Code 33
- Radiation Protection in Veterinary Medicine – Recommended Safety Procedures for Installation and Use of Veterinary X-Ray Equipment – Safety Code 28
- Radiation Safety Codes
- Radiation Safety for Baggage X-Ray Inspection Systems
- Reference Guide of Funding Sources for Health Research in Canada
- Regional Interim Directives Manual (Manitoba region)
- Registration and Inquiry Manual
- Registration Handbook
- Regulatory and Quarantine
- Regulatory Directives
- Requirement for the Safe Use of Baggage X-Ray Inspection Systems – Safety Code 29
- Requirements for Industrial X-ray Equipment Use and Installation – Safety Code 27
- Resources Catalogue (Quebec region)
- Safety Code 23. Guidelines for the Safe Use of Ultrasound Part I – Medical and Paramedical Applications
- Safety Code 24. Guidelines for the Safe Use of Ultrasound: Part II – Industrial and Commercial Applications. 1991
- Safety Code 25. Short-Wave Diathermy Guidelines for Limited Radio Frequency Exposure
- Safety Code 27. Requirements for Industrial X-ray Equipment Use and Installation
- Safety Code 28. Radiation Protection in Veterinary Medicine Recommended safety procedures for installation and use of veterinary x-ray equipment
- Safety Code 29. Requirements for the Safe Use of Baggage X-Ray Inspection Systems
- Safety Code 30. Radiation Protection in Dentistry. Recommended Safety Procedures for the Use of Dental X-Ray Equipment
- Safety Code 31. Radiation Protection in Computed Tomography Installations
- Safety Code 32. Safety Requirements and Guidance for Analytical X-ray Equipment
- Safety Code 33. Radiation Protection in Mammography

- Safety Code 6. Limits of Exposure to Radiofrequency Fields at frequencies from 10 kHz-300 GHz
- Safety Requirements and Guidance for Analytical X-Ray Equipment – Safety Code 32
- Sanitation and Environmental Health Manual for CHR's
- Sanitation and Environmental Health Manual for CHR's
- School Health Curriculum
- Seniors Independence Program Guide for Applicants
- Ship's Nurse Manual
- South Zone Field Administrative Manual (Manitoba Region)
- Stability Testing of new Drug Substances and Products (ICH)
- Staphylococcal Phage Typing of Staphylococcal Microorganisms
- Stress Management Manual
- Studies in Support of Special Populations : Geriatrics (ICH)
- SVS Guide
- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations
- The Assessment of Mutagenicity Health Protection Branch Mutagenicity Guidelines
- The Lot by Lot Testing and Release Programme
- The use of opioids in the management of opioid dependence
- Toxicological Evaluation
- Traditional Herbal Medicines
- Training Manuals (Course material) – Work planning & Budgeting – Travel – Lotus Notes Basic Training
- Transfer Payment Procedures Manual
- Tuberculosis Manual
- Utilization of Continuous Cell Lines in the Manufacture of Biologics
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents
- Working Actively Together: Canada's Blueprint Toward Active Living in the Workplace
- X-ray equipment in medical diagnostic part a: recommended safety procedures for installation and use – Safety Code 20A

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Enquiries concerning the various programs and activities of the Department, as well as Program Records and Personal Information Banks, should be addressed to the appropriate responsibility centres.

General departmental and branch information is provided by the Communications Directorate in Ottawa. Contact may be made in person, by telephone or by writing to the Communications Directorate, Health Canada. The Communications Directorate publishes a Directory of Publications, available from headquarters.

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MSB / IHS – Pacific Region

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MSB / IHS – Quebec Region

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MSB / IHS – Yukon Region

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MSB / OHSA – Central Region

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Corporate Services Branch
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Regional Manager – Alberta
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T2G 4X3

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Fax: (403) 292-6629

PMRA – Atlantic Provinces

Pest Management Regulatory Agency
Regional Manager – Atlantic Provinces
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Tel: (506) 851-7876
Fax: (506) 851-2689

PMRA – British Columbia

Pest Management Regulatory Agency
Regional Manager – British Columbia
Room 101, 620 Royal Avenue
New Westminster, Brtish Columbia
V3M 1J2

Tel: (604) 666-0741
Fax: (604) 666-6130

PMRA – Manitoba / NW Ontario

Pest Management Regulatory Agency
Regional Manager – Manitoba/NW Ontario
613-269 Main Street
Winnipeg Manitoba
R3C 1B2

Tel: (204) 983-8662
Fax: (204) 983-8022

PMRA – Ontario

Pest Management Regulatory Agency
Regional Manager – Ontario
174 Stone Road West
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Tel: (519) 837-9400
Fax: (519) 837-9773

PMRA – Ottawa

Pesticides Laboratory
Building 22, Central Experimental Farm
Ottawa, Ontario
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Tel: (613) 759-1213
Fax: (613) 759-1260

Pest Management Regulatory Agency
2250 Riverside Drive (6605E1)
Ottawa, Ontario
K1A 0K9

Tel: (613) 736-3799
Toll Free 1- (800) 267-6315 (Canada only)

PMRA – Quebec

Pest Management Regulatory Agency
Regional Manager – Quebec
2001 University, 7th floor, D746
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PMRA – Saskatchewan

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RDG – Atlantic Region

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RDG – Atlantic Region – Human Resources

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Ralston Building
Suite 700
Halifax, Nova Scotia
B3J 3V4

RDG – Central

Regional Director General
4th Floor
25 St Clair Avenue East
Toronto, Ontario
M4T 1M2

RDG – Ontario Region – Human Resources

Human Resources
200 Town Centre Court
Suite 1131
Scarborough, Ontario
M1P 4X8

RDG – Pacific/Western Region – Human Resources

Human Resources
757 West Hastings Street
Suite 540
Vancouver, British Columbia
V6E 3E6

Human Resources
1911 Broad Street,
Regina, Saskatchewan
S4P 1Y1

Human Resources
303 Main Street
Room 101
Winnipeg, Manitoba
R3C 3G7

Human Resources
9700 Jasper Avenue
Suite 705
Edmonton, Alberta
T5J 4C3

RDG – Quebec Region

Quebec Regional Director General
Guy-Favreau Complex
Suite 210 – East Tower
200 boul. René Lévesque west
Montreal, Quebec
H2Z 1X4

RDG – Quebec Region – Human Resources

Human Resources
Guy Favreau Complex
East Tower, 2nd Floor
200 Rene Levesque Blvd. West
Montreal, Quebec
H2Z 1X4

RDG – West

A/Regional Director General
Room 710 – Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3

Reading Room

In accordance with the Access to Information Act, the departmental libraries have been designated as public reading rooms. They are located at Tunney's Pasture, Ottawa.

Confederation Heights, Ottawa

Radiation Protection Library
Room 223, 775 Brookfield Road
Address Locator: 6302B1
Confederation Heights
Ottawa, Ontario
K1A 1C1

(613) 941-8911

Tunney's Pasture, Ottawa

The Laboratory Centre for Disease Control Library
Health Protection Branch
Laboratory Centre for Disease Control Building

(613) 957-1362

Access to Information and Privacy Centre
Brooke Claxton Building
Room 941C

(613) 954-8744

The Environmental Health Library
Health Protection Branch
Environmental Health Centre

(613) 957-1725

The Banting Research Centre Library
Health Protection Branch
Sir Frederick G. Banting Research Centre

(613) 957-1022

Health Canada Departmental Library
Jeanne Mance Building

(613) 957-1545

Historic Sites and Monuments Board of Canada
Chapter 62

General Information

Background
The Historic Sites and Monuments Board of Canada grew out of the interplay of disparate elements of public opinion concerned with heritage preservation and government policy before the First World War. A growing heritage movement encouraged the government to preserve and develop sites with important historical associations. At the same time, the government was looking to extend its national parks system from the west into the east and the idea of creating historic parks around significant historic structures was conceived. The War delayed the introduction of a government program to identify and preserve Canadian historical heritage; however, in 1919, James B. Harkin, the Commissioner of Dominion Parks, suggested that "An Advisory Board for Historic Site Preservation" be established, and the Historic Sites and Monuments Board of Canada was born.

The Board was given a statutory base for its operations through the Historic Sites and Monuments Act of 1953.

Responsibilities
The Historic Sites and Monuments Board of Canada has the statutory responsibility to advise the Minister of Canadian Heritage and, through him or her, Parks Canada on the commemoration of nationally significant aspects of Canada's past, including the designation of national historic sites. When forwarding a positive recommendation to the Minister, the Board will also advise with respect to an appropriate level of Program involvement with the subject of commemoration – that is, by the erection of a bilingual or trilingual plaque, by entering into a cost-sharing agreement with a third party in order to preserve or interpret a site, or, more rarely, when resources are of exceptional quality or rarity and associated with themes of particular significance, by acquisition and development as major a national historic site.

The Board also advises the Minister on the designation of heritage railway stations and other matters relating to the implementation of the Heritage Railway Stations Protection Act.

Normally, the Board meets in plenary two times a year to consider submissions from the general public, heritage organizations, provincial and municipal governments, and others regarding matters of possible national significance. The various committees which it has established to expedite its work, such as the Cultural Communities Committee, the Built Environment Committee, the Inscriptions Committee and the Heritage Railway Stations Committee, meet as required.

Legislation
The following statutes provide for the operation of the Historic Sites and Monuments Board of Canada:

- Heritage Railway Stations Protection Act
- Historic Sites and Monuments Act

Organization
At full strength the Historic Sites and Monuments Board of Canada has 16 members: two members from the provinces of Ontario and Quebec and one member from each of the other provinces and the two territories. The National Archivist and a representative of Canada's National Museums also sit on the Board.

Provincial and territorial members of the Board are appointed by Order in Council (normally for three or five years). They must be resident in the province or territory that they represent, serve on a part-time basis, and are eligible for reappointment. The Chairperson is appointed by the Governor-in-Council from among the members of the Board.

Located in Hull, Quebec the Historic Sites and Monuments Board of Canada Secretariat, in the National Historic Sites Directorate of Parks Canada, provides administrative support to the Board.

Information Holdings

Program Records

Historic Sites Minutes
Description: Information relating to the deliberations and the activities of the Historic Sites and Monuments Board of Canada. ***Topics:*** Board Minutes – the record of the Board's deliberations and those of its Committees since its inception; Board policies, criteria and operational guidelines; research papers and studies – prepared to assist the Board in its deliberations; narrative agendas; heritage railway station reports, heritage character statements for heritage railway stations; plaque inscriptions; correspondence relating to current Board submissions; correspondence relating to Board meetings and agendas and general correspondence. ***Program Record Number:*** HSM HSM 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its activities may be directed to:

Secretariat
Historic Sites and Monuments Board of Canada
5th Floor
25 Eddy Street
Hull, Quebec
K1A 0M5

Reading Room

Secretariat
Historic Sites and Monuments Board of Canada
5th Floor
25 Eddy Street
Hull, Quebec

Human Resources Development Canada
Chapter 63

General Information

Background
The Department of Human Resources Development Canada (HRDC) was officially created by Bill C-11- The Department of Human Resources Development Act which came into force on July 12, 1996. From November 1993 to the enactment of Bill C-11, HRDC had been operating under a series of Memoranda of Understanding involving various components of the founding departments: Employment and Immigration Canada, Health and Welfare Canada, Labour Canada, Secretary of State and the Department of Multiculturalism and Citizenship.

Responsibilities
HRDC's main objectives are:

(a) helping Canadians prepare for, find and keep work

(b) assisting Canadians in their efforts to provide financial security for themselves and their families

(c) promoting a fair, safe, healthy, stable, cooperative, and productive work environment.

HRDC is responsible for:

- Employment Insurance Programs (such as income benefits, employment benefits and support measures)
- Human Resources Investment Programs (such as Canada Student Loans)
- Income Security Programs (such as Canada Pension Plan and Old Age Security)
- National Labour-related activities (such as the Canada Labour Code)
- Workplace Equity Programs (such as Equal Pay, the legislated Employment Equity Program, and the Federal Contractors Program.

Legislation
- Canada Assistance Plan Act
- Canada Labour Code, Parts I, II, and III
- Canada Pension Plan – Parts II and III
- Canada Student Financial Asistance Act
- Canada Student Loans Act
- Canadian Centre for Occupational Health and Safety Act
- Corporations and Labour Unions Returns Act (Section 16)
- Corrections and Conditional Release Regulations (Part I – Compensation for Death or Disability)
- Department of Human Resources Development Act
- Employment Equity Act
- Employment Insurance Act
- Fair Wages and Hours of Labour Act
- Family Orders and Agreements Enforcement Assistance Act (Part I)
- Federal-Provincial Fiscal Arrangements Act
- Government Annuities Act
- Government Annuities Improvement Act
- Government Employee Compensation Act
- Hudson Bay Mining and Smelting Co., Limited Act
- Labour Adjustment Benefits Act
- Maintenance of Railway Operations Act, 1995
- Merchant Seamen Compensation Act
- Non-smokers' Health Act
- Old Age Security Act
- Status of the Artist Act (Part II)
- Unemployment Assistance Act
- Vocational Rehabilitation of Disabled Persons Act
- Wages Liability Act

Organization
Corporate Services
The objective is to provide executive direction, policy development and management support services to the Department. It is pursued through the design and implementation of appropriate policies and programs, the rendering of strategic communications advice, and the development, placement and maintenance of a variety of operational systems. The activity components include: Communications, Finance and Administration, Human Resources Services, Strategic Policy, and Systems.

Communications plans, co-ordinates, and implements HRDC activities in the areas of external and internal communications, public opinion research, promotion, information, media relations, publishing, and advertising. This group ensures that information is available to the public about HRDC policies, programs and services.

Finance and Administration provides financial, administrative, operational, and management support services to HRDC's operations to ensure accountability, control, and security. This group is also responsible for the administration of the Privacy, Human Rights, and Access to Information Acts.

Human Resources Services provides a full range of personnel services to the Department.

Strategic Policy has broad responsibility for developing and maintaining statistical information banks which may be used for research, evaluation, policy and program analysis, and development in support of various departmental programs and services. This group is also responsible for Intergovernmental Relations and International Affairs.

Systems is responsible for the development and operation of the manual and electronic data processing systems required to execute HRDC programs and services.

Human Resources Investment Branch (HRIB)

The Human Resources Investment Branch (HRIB) brings together those programs which deal with labour market, social development and learning. These activities include: employment benefits and support measures; sectoral partnerships; social partnerships; support to persons with disabilities; student assistance and education support; youth programs; Aboriginal programs; literacy; and federal-provincial cost shared arrangements; and the National Adoption Desk.

♦ Labour Market

HRDC offers Employment Benefits and Support Measures to help individuals find employment. These include targeted wage subsidies, self-employment, job creation partnerships, training, targeted earning supplements and skills loans and grants, as well as employment assistance services; local labour market partnerships; and research and innovation projects. HRIB also manages youth and Aboriginal programming.

The National Employment Service provides information on employment opportunities across Canada to help workers find suitable employment, and to help employers find suitable workers. It includes: Labour Market Information Service, First Source - Information Resources of Employment Service Providers, Work Search, Electronic Labour Exchange, the Mobile Worker Web Site. Other labour market initiatives include: the Transitional Jobs Fund, Opportunity Fund and implementation of the Labour Market Development Agreements.

♦ Social Development

HRIB manages an array of initiatives and programs including: the Program for Older Worker Adjustment, the Canada Assistance Plan, Fisheries Early Retirement, the Canada Health and Social Transfer, the Employability Assistance for Persons with Disabilities, the Opportunity Fund, the National Adoption Desk, the Social Development Partnerships Program; Child Care Visions and the Office for Disability Issues.

♦ Learning

HRIB supports the development and improvement of the quality of Canada's human resources through the promotion of lifelong learning. This is accomplished by enhancing access and opportunities for education and by increasing the awareness and participation of Canadians in the area of literacy through various programs.

Income Security Programs Branch

The program realignment within Income Security Programs Branch should be reflected. The Program Policy and Planning Directorate has replaced the Programs Directorate. The Directorate provides a number of services to the Branch including: CPP and OS Programs, Legislation, Policy Interpretation, Planning Coordination and Special Projects, Outreach, Administration, and Forecasting, Information and Results Measurement. The activities covered include CPP and OAS program policy direction; planning, special projects and executive briefings; public information awareness projects; preparation of Branch legislative bills and amendments, Ministerial and parliamentary liaison; negotiation federal/provincial social assistance and disability income support program agreements; legislative interpretations and related administrative advisories.

♦ International Benefits and Foreign Affairs Directorate

The International Benefits and Foreign Affairs Directorate is responsible for the negotiation and administration of International Social Security agreements.

♦ Old Age Security (OAS) Program

The Old Age Security program ensures a basic income to all persons in Canada aged 65 or over who meet the residence requirements. Benefits include the basic Old Age Security Pension, the Guaranteed Income Supplement (GIS) and the Spouse's Allowance (SPA) or Widowed Spouse's Allowance (WSPA).

♦ Canada Pension Plan (CPP)

The Canada Pension Plan provides benefits to contributors in the event of retirement and disability, as well as benefits to surviving spouses and orphans in the event of the death of a contibutor. It is a compulsory, contributory social insurance program which provides a measure of protection to Canadian workers and their families against the loss of earnings due to death, disability or retirement.

♦ Program Delivery Services Directorate

Functions carried out are: Operations and Business Support, Client Inquiries, Rules and Procedures, Policy Interpretation, and Data Reconciliation. Functions include the determination, through the evaluation of the an applicant's medical history and profile, of eligibility for CPP disability benefits; the processing, maintenance and reassessment of disability accounts, as well as appeals administration; the processing of dual accounts (contributors to QPP and CPP); the maintenance of the Record of Earnings files, operational and administrative support; and resolution of problems and preparation of responses to ministerial enquiries.

♦ Programs Directorate

The Directorate provides a number of services to the Branch including: CPP and OAS Programs, Legislation, Integrity and Resulsts Measurement, Planning and Strategic Studies, Administration, and Outreach. The activities covered include CPP and OAS program direction, the assessment of the risk of monetary error and fraud and recommendation for preventive and corrective measures; planning and executive briefings; performance measurement; maintenance of program statistics; special projects and Ministerial and parliamentary liaison.

♦ Technology Solutions Directorate

The Directorate is responsible for establishing the technology-based tools and infrastructure to position the branch for future delivery demands. Functions include configuration/change management, data management, financial management, planning and scheduling, risk management, quality assurance, inventory control and contract management.

Insurance Branch

The Insurance Group is responsible for the development, implementation and delivery of legislation, policies and programs for:

(a) coverage and entitlement in relation to Employment Insurance income benefits;

(b) program delivery efficiency, effectiveness and quality of service and payment of Employment Insurance benefits; and

(c) the prevention, detection and deterrence of abuse and fraud in relation to Employment Insurance benefits.

Labour Branch

Labour Branch's objective is to promote a fair, safe, healthy, stable, cooperative and productive work environment that contributes to the social and economic well-being of all Canadians.

Under Parts I, II, and III of the Canada Labour Code, and the Employment Equity Act, the Branch oversees industrial relations, occupational safety and health, labour standards and employment equity in the federally-regulated section (about 10 per cent) of the labour force.

The Federal Mediation and Conciliation Service (FMCS) provides effective settlement of industrial relations disputes and also provides for third-party arbitration, adjudication and referee assistance.

The legislative mandate surrounding Occupational Safety and Health involves operations intended to promote and enforce compliance with the provisions of Part II of the Canada Labour Code and its Regulations in order to prevent accidents and injuries.

With respect to Labour Standards and Workplace Equity, this activity establishes and protects employees' rights to fair and equitable conditions of employment. The operations are intended to promote and enforce compliance with the provisions of Part III of the Canada Labour Code and the Fair Wages and Hours of Labour Act and their regulations, and the Employment Equity Act and regulations.

The Workplace Information Directorate (WID) tracks and provides information on a vast array of Data and conditions of work in Canada. WID houses the most comprehensive, multi-jurisdictional collective agreements library in Canada (approximately 6000 agreements), and regularly monitors major contract talks (covering 200 or more employees in the Federal jusrisdiction and 500 or more elsewhere). WID produces the following publications covering various industrial relations issues: Wage Settlements Bulletin, Workplace Gazette, Collective Bargaining Bulletin, Directory of Labour Organizations in Canada, and Workplace Innovations.

The Labour Branch is also responsible for the implementation of international labour cooperation agreements with the United States of America, Mexico and Chile.

Ministerial and Corporate Affairs

Ministerial and Corporate (MCA) operates as the primary point of contact within HRDC to provide the Ministers (HRD and Labour) and the Secretary of State and their staff with a wide array of services. Among these services are: preparing the Minister's daily Question Period briefing book; co-ordinating efforts and preparations for the passage of all HRDC legislation; playing the lead role in organizing departmental responses to Opposition Day motions, etc.; ensuring that the Ministers are prepared to fully participate in all Cabinet and Cabinet Committee discussions; the departmental regulatory process; providing contextual analysis and advice on controversial issues; managing the Ministers' and Deputy Minister's correspondence and telephone inquiries; co-ordinating the Ministers' invitation processes; preparing regular trends analysis reports; and managing the GIC nomination processes. MCA also provides services to the Deputy Minister's Office by co-ordinating briefing material as well as corporate level initiatives such as senior level management meetings and the Employment Insurance Commission meetings.

Information Holdings

Program Records

Corporate Services

ACCESS TO INFORMATION, PRIVACY, AND HUMAN RIGHTS
Description: Policy and guidelines on Access, Privacy and Human Rights; statistical and other non-personal information provided by requestors in their access requests. ***Topics:*** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners, and Canadian Human Rights Tribunal; appeals and decisions; HRDC policies, procedures and measures encouraging access generally; administrative costs of public rights management. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC FAS 040.

AUDITS – INTERNAL AUDIT BUREAU
Description: Policies, procedures and guidelines for the conduct of assignments, the planning of audits, and support and reference documents used by auditors in compiling assignment reports. ***Topics:*** IAB Audit Manual, annual audit plan, final reports, guides for conducting assignments, year-end report. ***Storage Medium:*** Microcomputer disks, magnetic tapes, paper, intranet. ***Program Record Number:*** HRDC FAS 005.

BUSINESS RESUMPTION PLANNING
Description: Information on policy, correspondence and plans related to the resumption of essential services by local, regional and national offices following an interruption to those services. ***Topics:*** Policy and manuals concerning business resumption planning, committee reports, briefs and submissions ***Storage Medium:*** Paper, computer diskette. ***Program Record Number:*** HRDC FAS 060.

CANADIAN OCCUPATIONAL PROJECTION SYSTEM (COPS)
Description: Development of occupational labour market supply and demand related analyses and projections in the light of historical, current, and projected labour market conditions, using survey and other data gathered for these purposes. ***Topics:*** Analysis of economic, industrial and occupational employment growth projections and their implications; analysis of trends and projections in enrollments and graduations from educational and training institutions and subsequent labour market experiences of graduates. ***Storage Medium:*** Paper and electronic. ***Program Record Number:*** HRDC SPP 635.

COMPETENCY BASED STAFFING
Description: This bank contains information on the implementation of Competency-Based Human Resources Management in HRDC. ***Topics:*** Articles, research reports, conference and meeting proceedings, reports, and correspondence. ***Storage Medium:*** Paper, diskette, computer records. ***Program Record Number:*** HRDC HRS 010.

DATA DEVELOPMENT
Description: Information on projects associated with developing HRDC program data sources. ***Topics:*** Studies and projects on the development and maintenance of existing data systems for research and analysis purposes such as the Longitudinal Labour Force File and its component files, Labour Force Survey and Supplementary Survey files, description of co-operative agreements on information exchange and on developing new labour market databases with other federal departments/agencies and provinces. ***Storage Medium:*** paper. ***Program Record Number:*** HRDC SPP 650.

DEPARTURE INCENTIVES
Description: Early Retirement Incentive, Early Departure Incentive, and information on Workforce Adjustment Programs. ***Topics:*** Interpretations, policy, legislation, guidelines, Compensation Reference Guide for employees. ***Storage Medium:*** Paper, diskette, computer records. ***Program Record Number:*** HRDC HRS 015.

EMERGENCY PREPAREDNESS
Description: Information on legislation, policy, correspondence and contingency plans relating to local, regional, national or international emergencies that affect HRDC emergency support operations. ***Topics:*** Policy, legislation, publications and manuals concerning emergency preparedness, national emergencies (as outlined in the Emergencies Act, 1988) and administration of emergency preparedness organizations; committee reports, briefs, submissions and plans of action on international or interdepartmental liaison and measures; regional emergency plans; specific plans (local office) for localized disasters (natural or technological); training courses and exercises. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC FAS 050.

EMPLOYMENT EQUITY STATISTICS
Description: Biannual statistical packages of HRDC representation statistics of designated groups both nationally and regionally which are developed from data contained in HR Systems. ***Topics:*** The data is primarily from the personal information bank PSE-918 "Employment Equity Program". The statistics include information on recruitment, promotion and separation as well as a comparison of the representation versus the availability for all designated groups. A second biannual report contains regional comparisons of designated group availability versus representation by category. ***Storage***

Medium: Paper, computer files. ***Program Record Number:*** HRDC HRS 020.

EMPLOYMENT INSURANCE PROGRAM IMPACT ANALYSIS

Description: Information on the analysis of the effects of employment insurance on claimants, their dependants, the unemployed and the economy in general. ***Topics:*** Analysis of income protection for unemployed persons not receiving employment insurance benefits; studies of the extent to which the Employment Insurance Program facilitates labour market adjustments; assessment of financial hardships experienced by employment insurance benefit exhaustees; studies of the employment insurance economic stabilization effects; assessment of the utility and appropriateness of employment insurance coverage for various groups of labour force participants. ***Storage Medium:*** Paper and computer diskettes. ***Program Record Number:*** HRDC SPP 695.

EMPLOYMENT INSURANCE PROGRAM POLICY DEVELOPMENT AND ANALYSIS

Description: Information on the analysis and development of employment insurance policy to accommodate changing socio-economic and other influences affecting the labour market. ***Topics:*** Studies and projects on the assessment of the economic and labour market effects of employment insurance; consideration of the adequacy of employment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of employment insurance benefit expenditures and revenues; analysis of maternity benefit program; assessment of the developmental uses of employment insurance including training, job creation and work sharing. ***Storage Medium:*** Paper and computer diskettes. ***Program Record Number:*** HRDC SPP 690.

EVALUATION SERVICES

Description:. Information on the efficiency and effectiveness of specific demonstration programs/projects and HRDC programs. ***Topics:*** Studies and projects on the assessment of specific ventures designed and assessment of overall effectiveness of HRDC programs. ***Storage Medium:*** Paper and electronic. ***Program Record Number:*** HRDC SPP 689.

FEDERAL-PROVINCIAL RELATIONS

Description: Information, briefings, policy and analysis of legislation and programs administered by HRDC; policy, guidelines and strategies on federal-provincial relations and coordination. ***Topics:*** Analysis of federal-provincial relations and strategies; negotiation of bilateral and multilateral agreements on legislated and policy-related issues and programs; analysis of reports and briefs from parliamentary committees, task forces, other levels of government, NGOs on issues related to HRDC's mandate or that of other federal departments; analysis of federal-provincial repercussions of Cabinet documents and proposed agreements on a variety of social and economic issues; background analysis and briefings on domestic issues and relations. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** HRDC SPP 035.

FORMS POLICY, PLANNING AND DEVELOPMENT

Description: Information on policies and procedures supporting the national Forms program, and national form development. ***Topics:*** Historic form files reflecting the most current development information, Forms program correspondence, project information, directives, procedures, general letters, statistical information, and planning documents. The National Forms Database captures detailed information on national, regional and NHQ forms. ***Storage Medium:*** Microcomputer files and diskettes, Delrina forms design equipment files, automated forms database, and hard copy paper files. ***Program Record Number:*** HRDC SYS 575.

HUMAN RESOURCES PLANNING

Description: Database containing information on the efficient management of personnel. ***Topics:*** Corporate policies, strategies and discussion papers. ***Storage Medium:*** Paper, computerized files. ***Program Record Number:*** HRDC HRS 025.

INFORMATION ABOUT HRDC'S PROGRAMS AND POLICIES

Description: Information on HRDC's programs, policies and services. ***Topics:*** Labour market; employment insurance; youth; service delivery; human resources investment; labour; income security; and international affairs. ***Storage Medium:*** 90% paper, 5% electronic and 5% video. ***Program Record Number:*** HRDC PAF 615.

INTERNATIONAL AFFAIRS

Description: Information on projects associated with Canada's involvement in the activities of the OECD, mainly those of the Direction of Education, Employment, Labour and Social Affairs (DEELSA), in the activities of other international organizations (e.g. GB, European Union, etc.), as well as informal meetings between various countries. ***Topics:*** Studies and projects addressing the analysis of papers and the preparation of briefing material for various meetings, notably of the OECD Employment, Labour and Social Affairs (EESA), revision of the Inventory of Federal Employment and Human Resource Development Measures, analysis and briefings on papers and reports prepared for various international meetings and encounters. ***Storage Medium:*** Paper and computer diskettes. ***Program Record Number:*** HRDC SPP 660.

LABOUR MARKET AGREEMENTS AND ALTERNATE SERVICE DELIVERY

Description: Human resource issues related to Labour Market Agreements and Alternative Service Delivery. ***Topics:*** Correspondence, policy, guidelines, directives, agreements and complaints/grievances. ***Storage Medium:*** Paper, computer files. ***Program Record Number:*** HRDC HRS 005.

LEARNING, EMPLOYMENT AND LABOUR POLICY

Description: Information concerning federal labour market policies. ***Topics:*** Studies related to the development of learning, employment and labour policies; also information related to national and international labour mobility. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC SPP 705.

LEVEL BASED STAFFING

Description: A pilot project, Level-Based Staffing is one of four initiatives included in HRDC's Integrated Human Resources Model where employees would be appointed to a level rather than to a position and could rotate into the different sets of duties at level contained in that system, without the need for deployments or appointments. ***Topics:*** Interpretations, policy, legislation, guidelines, discussion papers, correspondence, etc., regarding the implementation of a Level-Based Staffing System . ***Storage Medium:*** Paper, diskette, computerized records. ***Program Record Number:*** HRDC HRS 030.

MANAGEMENT DATA

Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. ***Topics:*** Correspondence; status reports; minutes of meetings. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** HRDC SYS 555.

OFFICIAL LANGUAGES COMPLAINTS

Description: Program records include the official languages complaints lodged with the Commissioner of Official Languages with reference numbers. ***Topics:*** The date, time and office location where the alleged incident occurred and any other supporting documentation pertaining to the complaint. ***Storage Medium:*** Paper, computer files. ***Program Record Number:*** HRDC HRS 035.

PERSONNEL ASSESSMENT

Description: Assessment tools related to resourcing and recruitment in HRDC. ***Topics:*** This bank contains articles, research reports, manuals, correspondence, training materials and assessment tools related to resourcing and recruitment in HRDC. ***Storage Medium:*** Paper, computerized files. ***Program Record Number:*** HRDC HRS 040.

APPLIED RESEARCH

Description:. Applied Research ***Topics:*** Reports and studies, not necessarily related to particular policies and programs, addressing employment growth and unemployment studies, income security and social development and human capital and workplace issues. ***Storage Medium:*** Paper and electronic.. ***Program Record Number:*** HRDC SPP 630.

SECURITY

Description: Policy guidelines and general correspondence on security and co-operation with the RCMP, CSIS and provincial bodies. ***Topics:*** Policies and procedures on personnel, physical, communications, EDP and administrative security; RCMP-HRDC co-operation; CSIS-HRDC co-operation; minutes of meetings; briefs, reports, plans. ***Storage Medium:*** Paper, magnetic tapes. ***Program Record Number:*** HRDC FAS 055.

SOCIAL POLICY

Description: Information on social policy concerns on issues related to persons with disabilities, seniors and children, and on analyses of proposed initiatives in the socio-economic field. ***Topics:*** Social services, social environment, population ageing, seniors, persons with disabilities, children, victims of family violence, gender-based analysis, families, income security, pensions and poverty, homelessness, tax policy analysis. ***Program Record Number:*** HRDC SSP 076.

QUANTITATIVE AND INFORMATION ANALYSIS

Description: Descriptive and quantitative information on federal/provincial/international programs in the income security/social welfare sector. Micro-simulation modelling of social security programs. ***Topics:*** Income security benefits; social services; social security statistics, programs and services for children and persons with disabilities. ***Storage Medium:*** Paper, electronic storage. ***Program Record Number:*** HRDC SSP 091.

STRATEGIC EVALUATION

Description: Evaluation activities at the strategic level to support strategic policy development analysis, and to assess the socio-economic impacts of government's large expenditure programs in terms of achievement of broad government policy objectives and coherence in terms of interaction with other programs and policies. ***Topics:*** Evaluation at the strategic level , including efficiency and effectiveness considerations of government's large expenditure programs. ***Storage Medium:*** Paper and electronic storage. ***Program Record Number:*** HRDC SPP 657.

SURVEYS

Description: Surveys on public attitudes towards HRDC policies, programs and services. ***Topics:*** Survey data and related analyses which may also be used for the development of communications strategies. ***Storage***

Medium: Paper and magnetic tapes. ***Program Record Number:*** HRDC PAF 616.

UNIVERSAL CLASSIFICATION SYSTEM

Description: An ongoing government-wide project aimed at defining, developing, and implementing a Universal Classification System. ***Topics:*** Information contained in this bank includes documents related to the development of the Universal Classification Standard, the mandates HRDC's of the Steering Committee and National Working Group and supporting documentation related to the project. ***Storage Medium:*** Paper, diskette, computerized records. ***Program Record Number:*** HRDC HRS 045.

NATIONAL COUNCIL OF WELFARE

Description: Reports by the Council. ***Topics:*** Income security programs, welfare reform, medicare, poverty lines and poverty statistics, the retirement income system, taxation, labour market issues, social services and legal aid. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC NCW 090

Human Resources Investment Branch (HRIB)

ABORIGINAL PROGRAMS

Description: Information, briefings and correspondence, policies and procedures on labour market programs to meet the needs of Aboriginal people. ***Topics:*** Development of national policies, strategies and guidelines related to the labour market needs of Aboriginal people, information on Initiatives e.g. First Nations and Inuit Child Care, Aboriginal Strategic Initiatives, and the Urban Aboriginal Employment Initiative, etc.; information on agreements with Aboriginal partners e.g. National Framework Agreements, Regional Bilateral Agreements, etc. ***Storage Medium:*** Paper, magnetic tapes and microforms. ***Program Record Number:*** HRDC EMP 400.

SOCIAL DEVELOPMENT PARTNERSHIPS

Description: Correspondence, briefings and general information relating to Child Care Visions program, and the Social Development Partnerships Program (previously known as the Disabled Persons Participation Programs and the National Welfare Grants). ***Topics:*** Quality of child care; child care for Aboriginal children, special needs children, flexible models of care; short-term or emergency care; school-age children, infants, and employer supported child care; child care training and professional development, applied research, program resource materials and needs assessments; disability-related information on topics such as employment, transportation, legislation, recreation, access technologies, international issues, education, housing, etc. of Canadians with disabilities; information relating to national welfare fellowships, special projects, and national voluntary social services organizations; includes such statistics as age, previous employment, number of years in the labour force, number of hours worked per year, other sources of income, mobility and benefit rates gathered through applications to the program; policies, guidelines and information relating to the above mentioned programs and strategic initiatives. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC SSP 399.

EMPLOYMENT BENEFITS AND SUPPORT MEASURES

Description: Policies, guidelines, correspondence and project information for employment benefits and support measures. ***Topics:*** Policies, guidelines, systems, project descriptions, implementation costs, and statistics. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC HRI 293.

SOCIAL DEVELOPMENT PROGRAMS

Description: Correspondence, and other general information relating to the Canada Assistance Plan, Vocational Rehabilitation of Disabled Persons Act, Employability Assistance for People with Disabilities, Strategic Initiatives, the Alcohol and Drug Treatment and Rehabilitation program, the Employability Assistance for Persons with Disabilities, the Opportunity Fund, the Program for Older Worker Adjustment, National Adoption Desk, and the Canada Health and Social Transfer; shareability of provincial and territorial program initiatives; changes and costs; and accountability for annual transfer payment; documents pertaining to the certification of layoffs by the Labour Adjustment Review Board and other administrative data pertaining to all above mentioned programs; consultation and information services in the area of international adoptions. ***Topics:*** Grants and welfare organizations; social assistance; vocational rehabilitation of disabled persons; testing of alternative approaches in employment and training, learning and education and income support and services; research in vocational rehabilitation; welfare services and work activity; Program for Older Worker Adjustment; layoffs by the Labour Adjustment Review Board; Canada Health and Social Transfer; international adoptions. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC SSP 395.

FOREIGN WORKER POLICY

Description: Policies and correspondence relating to employment of foreign workers. ***Topics:*** Employer recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational groups; employer's name and address; and demographic area. ***Storage Medium:*** Paper and electronic format. ***Program Record Number:*** HRDC EMP 385.

INDUSTRIAL ADJUSTMENT SERVICE

Description: Correspondence, information and agreements on assessment and minimization of specific human resource problems. ***Topics:*** Documentation on

specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs. ***Storage Medium:*** Paper, magnetic tapes and microfiche. ***Program Record Number:*** HRDC EMP 340.

NATIONAL EMPLOYMENT SERVICE
Description: Includes information on labour exchange; labour market; employer's name and location, wages offered, duties, experience required, referrals and results; and information on individuals seeking employment. ***Topics:*** Employers' requests to a Human Resource Centre of Canada for staff and any actions taken; individuals request for employment; statistics and internal audits; systems, administration of the Employment Insurance Act. ***Storage Medium:*** Paper, magnetic tapes and microforms. ***Program Record Number:*** HRDC EMP 417.

NATIONAL LITERACY SECRETARIAT
Description: Information relating to illiteracy in Canada and the social, cultural and economic factors underlying it. ***Topics:*** Grant and contributions; federal-provincial-territorial arrangements; voluntary organizations; reports and studies; other government departments; collection of data and information on literacy as it affects communities, business, labour, educational institutions and governments; social action; promotion; and liaison with international institutions. ***Storage Medium:*** Paper, electronic format, and magnetic tapes. ***Program Record Number:*** HRDC CCP 090.

OCCUPATIONAL AND CAREER INFORMATION
Description: Classification of occupations in the labour market. ***Topics:*** Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on Occupational Trade Analysis, and the National Occupational Classification; computerized career information systems such as CHOICES and INTEROPTIONS. ***Storage Medium:*** Paper and electronic format. ***Program Record Number:*** HRDC EMP 455.

OFFICE OF LEARNING TECHNOLOGIES
Description: Information in the area of learning technologies to promote their effective use; to support assessment, research and testing; and to increase the availability and sharing of information on Canadian initiatives, key players and significant developments. ***Topics:*** Contributions, research projects and studies on selected priority areas; pilot projects; studies on the changing needs of adult learners and of HRDC target groups; information about best practices and innovative learning opportunities, distance education, lifelong learning, and about national and international commissions, committees, conferences, UNESCO and OECD as they relate to the use of technologies for learning. ***Storage Medium:*** Paper and electronic format. ***Program Record Number:*** HRDC OLT 467.

POST-SECONDARY EDUCATION SUPPORT AND STUDENT ASSISTANCE
Description: Information on the federal government's education support policies and programs, and fiscal arrangements; participation in international educational activities; the Canada Student Loans program, Canadian Millenium Scholarships, Canada Study Grants, Canada Education Savings Grant, and student debt management strategies. ***Topics:*** Legislation, policies, procedures, studies; statistics; publications; and other general information/correspondence. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC ESP 005.

TRAINING
Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. ***Topics:*** Negotiations and agreements at the federal-provincial level; policies and procedures concerning training agreements; courses and certifications; course evaluations and costs; background on training and employment development, systems. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC CJS 295.

YOUTH PROGRAMS
Description: Information, briefings and correspondence, policies and procedures on employment programs to meet the needs of youth. ***Topics:*** Development of national policies, strategies and guidelines related to the employment of youth, program information e.g. Youth Internship Canada, Youth Service Canada, Student Summer Job Action, and the Human Resource Centres for Students. ***Storage Medium:*** Paper, magnetic tapes and microforms. ***Program Record Number:*** HRDC EMP 460.

Income Security Programs Branch

AGREEMENTS – INTERNATIONAL SOCIAL SECURITY
Description: Information on Canada's objectives in social security agreements; process for developing and implementing social security agreements; model provisions for agreements and administrative arrangements; provisions of specific agreements and how they affect eligibility for Canadian and foreign benefits. ***Topics:*** Social security agreements in effect and administrative arrangements related to them by country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC ISP 350.

NATIONAL PROGRAM DELIVERY SERVICES
Description: Information on the design of OAS, CPP, and International Agreements application systems and information related to the telecommunications system. ***Topics:*** Systems studies; projects; reports and recommendations; EDP telecommunications system; client and payment data. ***Storage Medium:*** On-line, tape and paper. ***Program Record Number:*** HRDC ISP 355.

CANADA PENSION PLAN ADVISORY BOARD
Description: Information on the Board's administrative aspects. With the coming into force of Bill C-2 on January 1, 1998, the Canada Pension Plan Advisory Board ceased to exist. ***Topics:*** Appointments to the Advisory Board; sub-committee and committee reports. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC ISP 360.

CANADA PENSION PLAN BENEFIT ADMINISTRATION
Description: Information on the record of earnings and contributions of CPP contributors; contributor information program; entitlement, payment level and maintenance data of dual contributors; division of earnings; child rearing drop-out, assignments and also information on the determination of disability for purposes of administering the CPP disability benefit program. ***Topics:*** Internal memoranda, directives, procedures and guidelines on documentation, adjudication, entitlement, processing, maintenance and historical information on the medical aspects of the CPP. ***Storage Medium:*** On-line, magnetic tape and paper. ***Program Record Number:*** HRDC ISP 380.

CANADA PENSION PLAN PROGRAM POLICY
Description: Information on the development and ongoing review of CPP Program policies. ***Topics:*** Internal memoranda, briefing notes, memoranda to cabinet, consultation documents, consultant reports and studies. ***Storage Medium: Program Record Number:*** HRDC ISP 382.

FORECASTING, INFORMATION AND RESULTS MEASUREMENT
Description: Research information used in program review and development. ***Topics:*** Data sources and statistical information, studies, surveys, reports on public and private pension plans, client sample surveys, disability protection survey. ***Storage Medium: Program Record Number:*** HRDC ISP 345

INTERNATIONAL OPERATIONS
Description: Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements, the entitlement, payment and maintenance of International Agreement Accounts for Old Age Security and Canada Pension Plan benefits. ***Topics:*** Administrative arrangements and operational accords, internal memoranda, directivs, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts, International Social Security Agreement booklets. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC ISP 390

LEGISLATION
Description: Information on the review and update of legislation; review and analysis of policy; federal/provincial agreements; Charter and Federal Court challenges to CPP and OAS programs. ***Topics:*** Historical and background documents, briefing notes and legal opinions for ISP statutory legislation, federal/provincial and international agreements, public and private plans, social security review; CPP/QPP, Income. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC ISP 340

OAS PROGRAM POLICY
Description: Information on the development and ongoing review of OAS Program polices. ***Topics:*** Internal memoranda, briefing notes, memoranda to cabinet, consultation documents, consultant reports and studies. ***Storage Medium:*** . ***Program Record Number:*** HRDC ISP 342

OUTREACH
Description: Information on client service delivery and programs to raise public awareness of CPP and OAS programs. ***Topics:*** Client sample survey, briefing notes, communications proposals , and potential partnership. ***Storage Medium: Program Record Number:*** HRDC ISP 344

PLANNING COORDINATION AND SPECIAL PROJECTS
Description: Information on special projects related to policy development and corporate briefings. ***Topics:*** Client sample surveys, consultant focus testing reports, studies, reports on public and private pension plans, ministerial and parliamentary briefing notes, house cards and relevant correspondence. ***Storage Medium:*** . ***Program Record Number:*** HRDC ISP 371

POLICY INTERPRETATION
Description: Information on legislative interpretations and related administrative policy. ***Topics:*** Income Security Programs legislative interpretations and related administrative policies, advisories, directives, and enquiries. ***Program Record Number:*** HRDC ISP 365.

PROGRAM COORDINATION AND MAINTENANCE
Description: Information on EDP programs and systems used in the administration of Income Security Programs, and information on the administrative aspects of applications program co-ordination for OAS and CPP benefit delivery. ***Topics:*** Internal memoranda, directives and guidelines on regional operations; design specifications and operating instructions for the

application systems. ***Storage Medium:*** On-line, tape and paper. ***Program Record Number:*** HRDC ISP 370.

REGIONAL/NHQ OPERATIONS – CLIENT ACCOUNTS

Description: Information on the entitlement, payment and maintenance of accounts for OAS and CPP benefits; appeals administration; assessment of risk of monetary errors and fraud as well as investigations activities. ***Topics:*** Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of: accounts, appeals administration, reports, studies, surveys, and manuals. ***Storage Medium:*** On-line, magnetic tape and paper. ***Program Record Number:*** HRDC ISP 375.

REPORTING DATABASE

Description: Information on the design of the Performance Measurement systems for CPP, OAS, International Agreements, Telephony and Client Interviews and the extraction of client data for exchange with internal and external organizations. ***Topics:*** System studies, projects, reports and recommendations. Performance measurement systems; software for management; extraction of client data. ***Storage Medium:*** On-line, tape and paper. ***Program Record Number:*** HRDC ISP 372.

Insurance Branch

ACTUARIAL SERVICES

Description: Policy, legislation and actuarial criteria for determining financial parameters and analyzing the experience under the Insurance and Government Annuities Programs. ***Topics:*** Actuarial Services policy and correspondence, operations of the Annuities Program, budgets, expenses and administration, contributions, premium reductions and benefits, cost estimates and premium revenue estimates, assessment and development of amendment proposals to the Insurance Program, statistical reports and labour force data, interface of Insurance program with guaranteed income proposals, Society of Actuaries, miscellaneous working files, public relations and special briefings, supplementary survey from Statistics Canada, Supplemental Unemployment Benefit plans, Wage Loss Registration plans, program evaluation. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 160.

ANCILLARY POLICIES ON BENEFIT ENTITLEMENT

Description: Policies and correspondence on issues not classified under program record numbers HRDC INS 190, HRDC INS 200, or HRDC INS 2656. ***Topics:*** Employment Benefits and Support Measures; Courses of Instruction; Employment Assistant Services; Overpayment; Write-off. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 195.

ANNUITIES

Description: Information on the administration of Canadian government annuities contracts and systems supporting administration of the Canadian Government Annuities program. ***Topics:*** Correspondence on legislative and regulatory proposals, operational procedures, status reports, produces payments T-4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment – includes premium collection, related reports and micrographic listings, statistical and studies on the program. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC INS 545, HRDC NSB 605.

APPEALS DIRECTORATE

Description: Policies, procedures and correspondence on the national appeals system. ***Topics:*** Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeal, appeal and decision files, analyses of decision files, individual requests for guidance, activity report. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 210.

AUTOMATED PROGRAMS

Description: Administration, procedures, and correspondence of automated control programs; administration of the Investigation and Control Case Management System (ICCM). ***Topics:*** Correspondence, publicity, evaluations on control program. ***Storage Medium:*** Paper, magnetic tape, disk, computer files. ***Program Record Number:*** HRDC ICD 005.

BENEFIT ENTITLEMENT

Description: Policies and correspondence concerning the principles applied when making decisions on claims for benefits under the Employment Insurance Legislation.. ***Topics:*** Establishing a benefit period, eligibility for benefits; family supplement; interruption of earnings; request to antedate a claim; week of unemployment, earnings, voluntarily leaving an employment, misconduct, labour disputes, refusal of employment, availability for work, availability during the absence outside Canada, sickness benefits, maternity benefits, parental benefits, conditions and terms in relation to teachers, fishing benefits, claim procedure, reconsideration, amendment of a decision and error correction, false or misleading statements. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 190.

BENEFIT (INSURANCE)

Description: Information on systems supporting administration of the employment insurance benefit program. ***Topics:*** Correspondence, status reports. The following is available on EDP System: Benefit Pay Systems – processes applications for claims under the Employment Insurance Act and Regulations; processes the claimants' report cards, produces employment insurance payments; updates status of claims; maintains

a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and employment insurance fund accounting; produces T4E/T4E showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** HRDC INS 515.

BRIEFS AND REPRESENTATIONS
Description: Information on recommendations for change in the Insurance Program and legislation. ***Topics:*** Views and reactions to EI legislation, briefs on amendments to programs or legislation received from interested parties. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 170.

CIVIL SERVICE INSURANCE
Description: Records of holders of life insurance policies issued under the Civil Service Insurance Act. Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954. ***Topics:*** policies in force, death claims, surrenders, and premium records. ***Storage Medium:*** Paper, details of terminated policies on microfilm by policy number. ***Program Record Number:*** HRDC INS 030.

CLAIMS ANALYSES
Description: Case files containing recommendations and decisions on complex or unique situations. ***Topics:*** Legislative and regulatory basis for the area of concern, background and jurisprudence, relevant data of the case, decision and rationale. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 200.

CONTROL (INSURANCE)
Description: Information on systems supporting HRDC control activities. ***Topics:*** Correspondence, status reports. Information held in EDP Systems is organized under the following titles: Record of Employment Systems, Overpayment Detection Systems, Employer-Registration (Premium Reduction) Program, Tracking HRDC Debtors from Employment Records, Comparison of Claimant Data to Detect Possible SIN and Employment Insurance Abuse, Micrographic Listings for the General Control of Employment Insurance Programs, Record of Offenses, Benefit Pay Extracts, Statistics, Merges, Microfiche, Document Control System, Comprehensive Tracking System, Employer Master File System. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC INS 525.

CONTROL OPERATIONS
Description: Information on guidelines and strategies for the development of control programs. ***Topics:*** Guidelines, procedures, correspondence on investigations; authority of investigators; third-party or anonymous information; liaison with law enforcement agencies; guidelines and procedures for prosecutions; Operational reports; research projects; Functional guidance on Major Fraud investigations. ***Storage Medium:*** Paper, magnetic tape, disk, computer files. ***Program Record Number:*** HRDC ICD 015.

CONTROL POLICY
Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, legislation, exchanges of personal information in the area of investigation and control. ***Topics:*** Analysis of problems and issues; analysis of institutional and operational impact; policies governing the conduct of investigators; liaise with internal organizational components. ***Storage Medium:*** Paper, magnetic tape, disk, computer files. ***Program Record Number:*** HRDC ICD 010.

COVERAGE AND PREMIUM POLICY
Description: Policies on the insurability of employment. ***Topics:*** Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeal, liaison with Revenue Canada (RC): minutes of HRDC/RC Operation Committee; review of RC rulings; minutes of other committee meetings; activity reports. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 175.

DATA AND PROGRAM ANALYSIS
Description: Information on Investigation and Control performance; accessing from various existing databases to perform analyses and evaluations of current and planned Investigation and Control policies and programs. ***Topics:*** Statistics, graphics, reports on performance. ***Storage Medium:*** Paper, magnetic tape, disk, computer files. ***Program Record Number:*** HRDC ICD 020.

FORMS DEVELOPMENT
Description: Information on the development and control of forms. ***Topics:*** individual files containing requests for creating or revising forms, specifications, related correspondence. ***Storage Medium:*** Paper. and disk ***Program Record Number:*** HRDC INS 275.

INQUIRIES
Description: Inquiries to the Minister and Senior Commission officials. ***Topics:*** Guidelines for handling inquiries, individual files showing the receipt, processing and preparation of replies, analyses of correspondence received, reports. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 155.

INSURANCE MANAGEMENT SERVICES
Description: Information on planning, monitoring and analysis of employment insurance performance and strategies. ***Topics:*** Operation planning activities; operations assessment and monitoring; trend analyses and other reports of workload; resource utilization;

productivity; quality and performance measurements; reports on operational impact of proposals for legislative, policy and procedural change; and the Employment Insurance Intranet site. ***Storage Medium:*** Paper and microcomputer disks. ***Program Record Number:*** HRDC INS 280.

INSURANCE PAYMENT OPERATIONAL SERVICES
Description: Information on clerical procedures in HRCCs and regional Insurance Payment Operational Centres. Support of the Payment Automation project and provision of ongoing functional guidance, telephony support and advice to the Employment Insurance Telecentres across Canada. ***Topics:*** Procedures and operational guidelines pertaining to claims for benefit, policy and system changes that impact on clerical procedures, initiatives such as Teledec, Direct Deposit and Mail Elimination, automated voice response enquiry system (AVRES), liaison with national and regional responsibility centres on topics related to claimant services and levels of performance. ***Storage Medium:*** Paper and computer disks. ***Program Record Number:*** HRDC INS 263.

INSURANCE PROGRAM SERVICES
Description: Operational policies and procedures on the delivery of insurance services and programs, project files including statistics on a variety of claimant service issues. ***Topics:*** Procedures and guidelines pertaining to claims for benefit, back-dating of claims, fishing benefits, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, advance payment of benefits and recovery of overpaid benefits, information on operating policies pertaining to sickness and maternity claims, disclosure of Insurance information, guidelines, procedures, directives to employers and regulatory proposals with respect to the records of employment, legislative and regulatory proposals and policy for the SIN program, impact of postal disruptions on claims processing, monitored payment of benefits, representatives of claimants, transfer of claims, union hiring halls, development and update of the Corporate Letterbook System, Support System for Agents, co-ordination of the Service Delivery Representative function, guidelines on processing claims enquiries, training plans for new or revised procedures and ongoing training requirements, hiring and remuneration of Insurance contract agents, liaison with union hiring halls, guidelines on processing claims enquiries, hiring and remuneration of Insurance contract agents, liaison with claimant groups, union and industry representatives, activity reports, correspondence with national and regional responsibility centres on topics related to claimant services such as operational guidelines, project activity and levels of performance. ***Storage Medium:*** Paper and computer disks. ***Program Record Number:*** HRDC INS 260.

INSURANCE QUALITY SERVICES
Description: Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System. ***Topics:*** Correspondence with Human Resources Centres of Canada (HRCC), the regions, employers concerning ROE validation and the Auditor General's Office, guidance to the HRCCs on the review of claim files, annual reports and analysis, copies of claim files reviewed, and guidelines for the quality monitoring of claims. ***Storage Medium:*** Paper and computer disks. ***Program Record Number:*** HRDC INS 285.

INTERSTATE BENEFITS
Description: Coordination of the interstate benefit activity and other special arrangements. ***Topics:*** correspondence with Systems and regions, with individual states of the U.S., reciprocal agreements, liaison with U.S. Railroad Retirement Board, U.K. Department of Health and Social Service, operational procedures, activity reports. ***Storage Medium:*** Paper and computer disks. ***Program Record Number:*** HRDC INS 265.

LABOUR ADJUSTMENT BENEFIT
Description: Information on the administration of the Labour Adjustment Benefit Program. ***Topics:*** Policies, procedures and correspondence pertaining to labour adjustment benefits, activity reports. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 185.

MANAGEMENT SERVICES
Description: Information on overall planning, and information on Investigation and Control performance ***Topics:*** Consultations on goals and objectives; operational planning; project outlines; general matters dealing with control of abuse and fraud; prosecutions and fines as well as statistics on penalties. ***Storage Medium:*** Paper, magnetic tape, disk, computer files. ***Program Record Number:*** HRDC ICD 025.

MANUAL AND AUTOMATED REPORT ON HIRINGS
Description: System used by employers to report Hirings, manually, by printout or by computer. ***Topics:*** General information on the manual and automated subsystems, problems and revisions of the subsystem, guidance to participating employers, interface with Systems. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** HRDC INS 240.

OPERATIONAL SERVICES
Description: Information on guidelines and strategies for the development of control programs and for the conduct of investigations. ***Topics:*** Guidelines, procedures, correspondence on investigations; liaison with law enforcement agencies; operational reports; research projects; functional guidance on SIN investigations. ***Storage Medium:*** Paper, disk, computer files, corporate memory data storage unit. ***Program Record Number:*** HRDC ICD 023.

POLICY AND LEGISLATION DEVELOPMENT

Description: Policies, draft legislation, correspondence related to the Insurance Program and other benefits provided by HRDC. ***Topics:*** Legislative reviews, procedures, information and policy papers on entitlements to benefits, eligibility for sickness, maternity and adoption benefits, entitlement to benefits, payments to certain classes of individuals such as students and teachers, deceased or incapacitated claimants, monies considered as earnings for benefit purposes, payment of benefits to persons undertaking approved training or involved in job creation or work-sharing programs, coverage and insurability of employed workers. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC INS 165.

PREMIUM REDUCTION PROGRAM

Description: Information on policies and audits pertaining to premium reduction and on the granting and control of employment insurance premium reduction for employers with qualified salary replacement plans. ***Topics:*** Legislative and regulatory proposals, policy statements, appeals, development of an approach to auditing employers, granting of employment insurance premium reductions to employers, operational procedures, employer applications, documentation, enquiries, complaints, etc. ***Storage Medium:*** Paper, magnetic tapes, and computer disks. ***Program Record Number:*** HRDC INS 205.

RECORD OF EMPLOYMENT

Description: Information on the processing of the Record of Employment (ROE) and second copies of the ROE. ***Topics:*** Procedures, guidelines and correspondence on the processing of the second copy of the ROE forms and maintaining the ROE information bank. ***Storage Medium:*** Paper, microfilm and magnetic tapes. ***Program Record Number:*** HRDC INS 270.

RELEASE OF INFORMATION

Description: Information on the release or exchange of SIN information. ***Topics:*** Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies, exchange of information and data with other government departments. ***Storage Medium:*** Paper and computer disks. ***Program Record Number:*** HRDC INS 590.

RESEARCH AND DEVELOPMENT

Description: Development and research of new control programs. ***Topics:*** Correspondence, reports, pilot evaluations on newly developed control programs. Publication of the Investigation and Control Report. Information on the development of controls for the SIN. ***Storage Medium:*** Paper, magnetic tape, disk, computer files. ***Program Record Number:*** HRDC ICD 030.

SOCIAL INSURANCE NUMBER REGISTRATION

Description: Information on applying for Social Insurance Numbers and systems supporting administration of the SIN program. ***Topics:*** Correspondence on legislative and regulatory proposals, processing of SIN applications, supporting documentation for Canadian citizens, permanent residents and individuals who are neither, replacement SIN cards, amendment to SIN records, mass registration, internal control and issuance of SINs, production and activity reports, quality of service , initiatives to address the Auditor General report on the management of the SIN and other studies on the SIN program, status reports, data bank of all SINs issued in Canada, used to validate SIN data; produces reports and micrographics. ***Storage Medium:*** Paper and magnetic tapes. ***Program Record Number:*** HRDC INS 585.

SUPPLEMENTAL UNEMPLOYMENT BENEFITS

Description: Information on policies pertaining to and the administration of the Supplemental Unemployment Benefit program. ***Topics:*** Legislative and regulatory proposals; policies and guidance; activity reports, operational procedures, employer files containing submissions, enquiries, internal quality control, mainframe database of employers with approved plans, operation and statistical reports. ***Storage Medium:*** Paper, magnetic tapes and microcomputer disks. ***Program Record Number:*** HRDC INS 180.

SUPPORT (INSURANCE)

Description: Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. ***Topics:*** Correspondence; evaluation reports. ***Storage Medium:*** Magnetic tapes and paper. ***Program Record Number:*** HRDC INS 530.

Labour Branch

CANADA LABOUR CODE, PART I (INDUSTRIAL RELATIONS)

Description: Representations, revision, development, amendments and general information re Part I of the Canada Labour Code (Industrial Relations). ***Topics:*** Arbitration – general; cases; studies and surveys; awards. Notices of Dispute; requests for conciliation and appointments of conciliation officers; commissioners and mediators. Requests for ministerial consent to make complaints to the Canada Industrial Relations Board alleging unfair labour practices (bargaining-related complaints). Correspondence and general documentation on labour relations topics. Industrial labour conditions and labour relations – general; strikes and lock-outs; government departments and agencies; trade unions; individual unions; air transport; banking; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; safety, seniority, pensions, hours of work, wages, dismissal. Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various industrial inquiry commissions (minutes,

submissions, reports and recommendations). Labour board and court decisions impacting on the interpretation of Part I of the Canada Labour Code. Branch contact with parties following the certification of unions by the Canada Industrial Relations Board for the purpose of ensuring their understanding of the dispute settlement provisions. ***Program Record Number:*** HRDC LAB 040.

CANADA LABOUR CODE, PART II (OCCUPATIONAL SAFETY AND HEALTH)

Description: Representations, revision, development, amendments and general information re Part II of the Canada Labour Code (Occupational Safety and Health). ***Topics:*** Safety legislation, standards and regulations; revisions, developments, amendments, interpretations and jurisdictional matters; development of safety regulations; federal and provincial legislation, standards and regulations. Statistical information on work-related injuries and on costs of proposed amendments to occupational safety and health regulations, obtained through surveys or from administrative records. The information includes a summary of Canada's provincial workers' compensation boards annual injury claim counts and related expenditures, a federal jurisdiction industries data base on work injuries (consisting of employers' annual work injury and employment counts and a register of employers, statistical summaries of which appear annually in a publication on Canadian occupational injuries and their cost), , federal government employees compensated injuries counts and amounts of compensation, Canada's work-related fatalities (including worker information and fatal injury details); Employers' Annual Hazardous Occurrence Investigation Reports; fatality reports; grain dust medical surveillance data. Reporting and investigation of hazardous occurrences and work-related injuries, and occupational safety and health matters; also complaints and enquiries by individuals and employers; hazardous occurrences – general reports of fatalities; employers' annual hazardous occurrence reports; investigations. Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety of workers; inquiry commissions and boards; provincial inspection agreements; monitoring studies. Safety and Health committees as established under Part II of the Code, sections 136 and 137; committee minutes; guidelines; monitoring studies. ***Storage Medium:*** Paper and electronic. ***Program Record Number:*** HRDC LAB 240.

CANADA LABOUR CODE, PART III (LABOUR STANDARDS)

Description: Representations, revision, development, amendments, and general information re Part III of the Canada Labour Code (Labour Standards) and the Fair Wages and Hours of Labour Act. ***Topics:*** General; rules and regulations of the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the Code by province; posting of notice of the Code; studies complaints, investigations, shared-cost program projects, and enquiries. Requests for the appointment of adjudicators to hear unjust dismissal complaints. Complaints; legal opinions; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. Hours of work – general; policy; interpretations; application and reports; averaging; regulations; modification; studies; surveys; liaison – internal and provincial committees; individual industry exemptions. Inquiry commissions generally; by subject; by industry; by section of the Code. Group and individual termination – general; interpretations; application policy; unjust dismissal – general and interpretations; redundancy and layoff program – general. Holidays – interpretations; substitution with or without collective agreement, by industry and federal departments; maternity leave, bereavement, and sick leave – interpretations by industry; vacations with pay – interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay – general; garnishment – interpretations and policy. Requests for the appointments of referees to hear wage recovery appeals. Review and analyse reports from field officers related to implementation of equal wages in federal jurisdiction establishments subject to Part III of the Canada Labour Code. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 180.

CANADIAN ASSOCIATION OF ADMINISTRATORS OF LABOUR LEGISLATION (CAALL)

Description: Information on activities between federal and provincial/territorial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. ***Topics:*** Ministers' meetings; annual and spring meetings; meetings of the executive. Standing committees include: Statistics and Research; Women in Employment; Occupational Safety and Health; Labour Relations; and Labour Standards. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 120.

COLLECTIVE AGREEMENTS

Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 100 or more employees. ***Storage Medium:*** Microfiche for older agreements, paper files and electronic data base. ***Program Record Number:*** HRDC LAB 155.

COLLECTIVE BARGAINING SETTLEMENTS

Description: information on major collective bargaining settlements including developments on negotiated wage adjustments and provisions in collective agreements. ***Topics:*** Collective bargaining; negotiated wage changes; provisions in collective agreements. ***Storage Medium:*** Electronic data base. ***Program Record Number:*** HRDC LAB 160.

EMPLOYMENT EQUITY

Description: Information on activities related to the promotion and administration of Employment Equity including the Employment Equity Act and the Federal Contractors Program. ***Topics:*** General information and correspondence pertaining to employment equity; guidance, training and tools for regional HRDC Workplace Equity Officers (WEOs); information sharing with national employer, labour, professional and designated group organizations; employment equity program promotion and communications. Correspondence related to federal employment equity programs; briefing notes; information on how to develop and implement good employment equity programs; technical training manuals for WEOs; publications for the general public and specific audiences (employers, organized labour, and designated group organizations); implementation of employment equity by contractors with 100 employees or more and who seek to provide goods and services to the federal government. Guidelines for contractors; directorate operational plans and studies; review and assessment reports; ministerial communiques; general correspondence; merit awards in recognition of special efforts; goals and objectives of the Federal Contractors Program. Development and dissemination of data on designated groups, formatting and dissemination of availability data; design and operation of micro-computer programs to analyze employment equity reports submitted annually by federally-regulated employers; development of operational definitions of designated groups, technical training. General correspondence, information on research relating to the employment of target groups, data on target groups, development and maintenance of a number of repositories across Canada of employment equity reports. ***Storage Medium:*** Paper, microfiche and electronic formats including compact disks and disquettes. ***Program Record Number:*** HRDC LAB 496.

FEDERAL CONTRACTS

Description: Information on federal contracts by department or agency to individuals and companies. ***Topics:*** General policy; labour conditions by federal department and agencies. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 190.

FEDERAL INDUSTRIES

Description: Information on labour, industrial relations and collective bargaining with particular reference to the federal jurisdiction. ***Topics:*** Industrial relations issues and developments, collective agreement negotiations and disputes; federal industries – air and truck transport, railways, shipping and ferries, banks, Crown corporations, St. Lawrence Seaway, feed and flour mills, grain elevators, mining, pipelines, broadcasting, telephones and cable systems, and port operations. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 030.

FIRE PREVENTION

Description: Information on fire safety in and around government of Canada property. ***Topics:*** Fire protection; fire emergency organization; fire orders and drills; inspections and investigations; promotion and development of fire safety; fire loss statistics and reports; false alarms; fire safety equipment standards and engineering services. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 270.

GOVERNMENT EMPLOYEES' COMPENSATION ACT

Description: Information on the Government Employees' Compensation Act and coverage for federal employees and penitentiary inmates who make claims as a result of an accident or other work-related injury. ***Topics:*** Terms and conditions to establish coverage; legislation; provincial arrangements; special compensation arrangements for coverage of non-federal employees while on assignments with the Crown; workers' compensation board claim data. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 235.

INTER-AMERICAN LABOUR COOPERATION

Description:. Information on labour legislation from Canada, Mexico, the United States, Chile and various countries in the Americas, as well as, activities under the North American Agreement on Labour Cooperation (NAALC), Canada-Chile Agreement on Labour Cooperation, and labour initiatives related to the Free Trade Area of the Americas/Summit of the Americas initiatives. ***Topics:*** Texts of International Labour Agreements; information on labour legislation from Canada, Mexico, Chile, the United States and various countries in the Americas; labour-related academic/research documents from Canada, Mexico, Chile and the United Sates and various countries in the Americas; documents related to the four-year Review of the NAALC; general documents on North American Free Trade Agreement, Canada-Chile Free Trade Agreement; annual report of the Canada-Chile Agreement on Labour Cooperation; transcripts and proceeding of cooperative activities under the NAALC; annual and research reports from the Secretariat of the Commission for Labour Cooperation; information on Public Communications under the NAALC, including official correspondence, official documents, transcripts of public meetings/ hearings, public reports of reviews, news releases, research reports, summaries of communications and newspaper articles. ***Storage Medium: Paper.*** ***Program Record Number:*** HRDC LAB 010

INTERNATIONAL CENTRE FOR ADVANCED TECHNICAL AND VOCATIONAL TRAINING

Description: information on the Department's international labour activities. ***Topics:*** Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowship training (individual trainees). ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 090.

INTERNATIONAL INSTITUTE FOR LABOUR STUDIES
Description: Information on the Department's international labour activities. ***Topics:*** Canadian fellowship program (this program no longer accepts applications); financial; African regional seminar. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 095.

INTERNATIONAL LABOUR ORGANIZATION (ILO)
Description: Information on the Department's international labour activities involving the International Labour Organization. ***Topics:*** ILO – general; constitution; staffing; press releases; financial; reports; statistics, surveys; publications. Conferences – ILO annual conferences, preparatory and specialized international conferences, regional conferences. Committees – ILO Governing Body and its committees, industrial committees, Committee of Experts on the Application of Conventions and Recommendations. Meetings – Specialized meetings of experts; tripartite, international meetings. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 100.

INTERNATIONAL SERVICES
Description: Information on the Department's international labour activities, including gathering of information. ***Topics:*** Sources of information by country, labour counsellors. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 105.

LABOUR LAW DOCUMENTATION
Description: Information on labour bills, regulations and Acts, publications and reports. Facilitating research on labour law issues. ***Topics:*** Bills; statutes, official Gazettes and regulations for all jurisdictions in Canada; publications on Industrial relations, employment standards and occupational safety and health legislation in Canada. ***Storage Medium:*** Electronics and paper. ***Program Record Number:*** HRDC LAB 121.

LABOUR UNION INFORMATION
Description: Information on union membership, labour organizations, union officials and conventions. ***Topics:*** Union membership; addresses and telephone numbers; names of union officials; and dates of conventions. ***Storage Medium:*** Electronic data base. ***Program Record Number:*** HRDC LAB 171.

LABOUR-MANAGEMENT PARTNERSHIPS PROGRAM
Description: Information on financial contributions which support joint labour-management initiatives fostering more innovative, productive and cooperative workplaces. ***Topics:*** New industrial relations and approaches; joint labour-management initiatives, labour-management seminars and conferences. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 135.

ORGANIZATION FOR ECONOMIC COOPERATION AND DEVELOPMENT (OECD)
Description: Information on the Organization for Economic Cooperation and Development in which the Department has a strong interest, including minutes and proceedings. ***Topics:*** Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 110.

STRATEGIC POLICY AND PARTNERSHIPS DIRECTORATE: POLICY DEVELOPMENT DIVISION
Description: Information on the Department's activities with Asia-Pacific Economic Cooperation (APEC); research on issues affecting the changing workplace. ***Topics:***. APEC: case studies of collaborative tri-partite workplace practices; the process to amend Part I of the Canada Labour Code; the Labour-Market and the Development of Public Policy for the Workplace in Quebec; and the Sector Council Model. Research topics: balancing work and family, continuous workplace learning, innovative workplace practices, worker security, ageing workers, productivity. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 015.

PREVENTIVE MEDIATION
Description: Information on preventive mediation assignments of Branch staff to assist parties in resolving problems during closed period of their collective agreements. ***Topics:*** Preventive mediation cases. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 075.

STRIKES AND LOCK-OUTS
Description: Data on strikes and lock-outs, for both federal and provincial jurisdictions. ***Topics:*** Strikes and lock-outs. ***Storage Medium:*** Computer and paper. ***Program Record Number:*** HRDC LAB 170.

UNITED NATIONS (UN)
Description: Information on labour activities at the United Nations. ***Topics:*** Financial, press releases; UN development programs; UN Economic and Social Council – commissions, specialized agencies, technical assistance board. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 115.

WAGES
Description: Information on minimum wages on deferments, equal wages and payment of wages. ***Topics:*** Minimum wages – general, interpretations by industry, paid on a bases other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments – general; equal wages – general interpretation by industry; payment of wages – general and interpretations. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 225.

WORKPLACE INFORMATION DIRECTORATE

Description: Information gathering and dissemination on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. ***Topics:*** Liaison and cooperation with federal and provincial departments and agencies, management organizations and associations, labour unions, universities, and regional and international offices. ***Storage Medium:*** Paper. ***Program Record Number:*** HRDC LAB 145.

Ministerial and Corporate Affairs

BRIEFING, CABINET AND PARLIAMENTARY AFFAIRS

Description: Cabinet documents, briefing notes/books, and speaking notes; Cabinet business lists, timetables and agendas; Question Period cards and transcripts; Parliamentary activity, Parliamentary Returns, written questions, petitions, motions and requests for documents;; departmental briefing system and Upcoming Events Report; guidelines for drafting briefing notes and Cabinet documents, regulatory initiatives and international agreements.
Topics: Analysis of Cabinet documents and advice to Ministers, information on HRDC's planned Cabinet Committees, Cabinet Committee agendas, anticipated questions in the House of Commons and recommended responses, transcripts of Question Period proceedings, Parliamentary Correspondence and replies, House motions, petitions and document requests and replies; requests for briefings and replies; information on upcoming events involving HRDC Ministers, Deputy Ministers and senior officials. ***Storage Medium:*** Paper and computer disks. ***Program Record Number:*** HRDC SEC 046.

GROUP SERVICES

Description: Accountable for the provision of a diverse set of responsibilities pertaining to the management, control and delivery of all Human Resources, financial, and Administrative functions to support 3 Ministers' Offices, The Deputy Minister's Offices, and Ministerial and Corporate Affairs. ***Storage:*** Paper. ***Program Record number:*** HRDC SEC 039.

INFORMATION AND MINISTERIAL CORRESPONDENCE MANAGEMENT (IMCM)

Description: Contextual analysis and expert advice and support to Ministers' and Deputy Minister in response to complex/controversial correspondence; preparation of written responses and corporate quality control/editing for final replies; tacking and reporting on correspondence and write-in campaigns addressed to or prepared for the Ministers/Deputy Minister; development and implementation of selection, appointments, reporting, procedures and processes related to Governor-in-Council (GiC) appointments to quasi-judicial bodies (EI Board of Referees, CPP/OAS Review Tribunals, Millennium Foundation); Ministers' invitations; acknowledgements and telephone inquiries service to the public, organizations and MPs; identification of current and historic trends from Ministerial correspondence; guidelines for the preparation of ministerial and deputy ministerial correspondence; operational services relevant to prioritization, Ministers' signature books, recording, storing and retrieval capacity. ***Topics:*** Aanalysis and act6iion of memoranda and incoming correspondence (paper and internet), with control mechanisms and reporting capacity (reports and trends); Researches and writes replies for the Ministers'/Deputy Minister signature; Co-ordinates, writes and distributes guidelines on ministerial and deputy ministerial correspondence and performs final corporate editing on final replies; Directs and liaises the management process for 650 GIC nominations; co-ordinates Minister»s' invitation processes through requests for observations and replies; Interfaces between political, departmental staff, the public and MPs inquiring on status of written replies; ***Storage Medium:*** Paper and magnetic media. Information is retrievable by personal identifier, including names of individuals and file numbers, from the CS-CIMS. The personal information contained in the correspondence is not used for an administrative purpose. ***Program Record Number:*** HRDC SEC 031.

EXECUTIVE MANAGEMENT INFORMATION SERVICES – EMIS

Description: Provides office automation services. Also produces statistical reports related to the tacking and control of ministerial correspondence; user and system documentation on the various computer systems developed and maintained by EMIS. ***Topics:*** Volume of correspondence, production and average turn-around times; design specifications and instructions for use of the Management of Executive Information System and other custom-designed office automation systems used by the clients of EMIS; inventories of software and hardware holding of EMIS and its clients and of requisitions in progress. ***Storage Medium:*** Paper and magnetic media. ***Program Record Number:*** HRDC SEC 032.

CORPORATE SECRETARIAT

Description: Organizes and coordinates corporate level initiatives; including National Management Board, Weekly Management Meeting, Employment Insurance Commission meeting, Deputy Ministers' Regional Visits and special projects such as the HRDC leadership conference. ***Topics:*** Agenda development; document analysis, briefing notes, records of decisions, and administrative arrangements. ***Storage Medium:*** Paper and electronically, including disks. ***Program Record Number:*** HRDC SEC 030.

INTERNATIONAL INFORMATION

Description: Documentation on other countries and organizations in the fields of welfare and social affairs. ***Topics:*** Exchange of information between Canada and international organizations; personnel exchanges and

visits between Canada and other countries. Accessed by country and by organization. ***Program Record Number:*** HRDC SEC 065.

INTERNATIONAL SOCIAL DEVELOPMENT
Description: Files on international relations by country. ***Topics:*** United Nations General Assembly; Economic and Social Council; Commission for Social Development; Bilateral agreements; International Years and Conferences; miscellaneous committees, conferences and meetings; welfare organizations, such as the International Council on Social Welfare. Accessed by country and by organization. ***Program Record Number:*** HRDC SEC 045.

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Corporate Services

ACCESS TO INFORMATION, PRIVACY, AND HUMAN RIGHTS
Description: This bank contains Access and Privacy Request Forms and Human Rights complaint forms sent by individuals pursuant to the Access to Information Act, Privacy Act or the Canadian Human Rights Act the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed or on complaints handled may also be included, as well as information on right of access by virtue of being a Canadian citizen, permanent resident or in a class created by order-in-council. ***Class of Individuals:*** Canadian citizens, permanent residents and other persons approved by the Governor in Council who have requested access to information held by HRDC, as well as persons who have authorized Canadian citizens or permanent residents to request access to their personal information on their behalf. ***Purpose:*** Information in this bank is used to process requests under the Access to Information Act and the Privacy Act and to report on the number and type of requests received, fees collected, administration costs and complaints handled. ***Consistent Uses:*** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Privacy and access request files are retained for two years. Human rights complaint files are retained for 3 years after the last action. ***PAC Number:*** 86-001. ***TBS Registration:*** 002393. ***Bank Number:*** HRDC PPU 405.

ACCOUNTS PAYABLE
Description: Information contained in this bank includes names and addresses of firms and individuals, invoices for services rendered or products provided detailing the amount owing, and any supporting documentation to substantiate the account. ***Class of Individuals:*** Canadian and foreign citizens. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to HRDC. ***Consistent Uses:*** This bank is used to account for all amounts of money paid to firms or individuals, and to authorize cheques. ***Retention and Disposal Standards:*** Six fiscal years. ***PAC Number:*** 86-001. ***TBS Registration:*** 000454. ***Bank Number:*** HRDC PPU 055.

APPLICATION FOR EMPLOYMENT
Description: Information in the bank includes curricula vitae and related correspondence of persons interested in working for HRDC and requests for transfers from employees of other departments within the federal government. ***Class of Individuals:*** All applicants for employment with HRDC are identified in the bank. ***Purpose:*** The purpose of the bank is to maintain a

record of applications for employment with HRDC. ***Consistent Uses:*** The information may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** These records are retained for a period of two years. ***PAC Number:*** 86-001. ***TBS Registration:*** 001970. ***Bank Number:*** HRDC PPU 420.

DEPARTMENTAL ACCOUNTS RECEIVABLE SYSTEM (DARS)

Description: This bank is a computerized record of accounts receivable other than employment insurance overpayments or immigration loans. Each record contains the name, address, age, gender, marital status, SIN, and preferred language of the debtor along with information relating to the reason for and the amount and the repayment method. ***Class of Individuals:*** All individuals who have received overpayments under HRDC program with the exception of employment insurance. ***Purpose:*** To facilitate the collection of accounts receivable in compliance with TB directives, Public Accounts of Canada and with various directives from the Auditor General of Canada and the Receiver General for Canada. ***Consistent Uses:*** To report accounts receivable in the Public Accounts of Canada. DARS is linked with PWGSC to exchange records of overpayments and recoveries. It is matched with the Report on Hirings (HRDC PPU 210), the individual income tax return (RCT PPU 005) to trace the individual, EI Overpayment (HRDC PPU 161) in order to trace the individual and recover the accounts receivable from insurance benefits. It may also be provided to private sector research companies for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Paper records are kept for 6 years, records on magnetic tapes are retained for 3 years. ***TBS Registration:*** 002403. ***Bank Number:*** HRDC PPU 164.

EMPLOYMENT INSURANCE OVERPAYMENT

Description: This bank contains name, address, telephone number and SIN of individuals to whom financial penalties have been assessed and/or overpayments have been made. It may also contain amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collecting officers, and other related correspondence. ***Class of Individuals:*** Individuals who have received employment insurance benefits in excess of entitlement. ***Purpose:*** To record and monitor the collection of outstanding employment insurance overpayments. ***Consistent Uses:*** Information in this bank may be used by HRDC for research, planning, evaluation, statistics and may be provided to private sector research firms for these purposes. This bank is matched with Report on Hirings (HRDC PPU 210), DARS (HRDC PPU 164), and the Individual Income Tax Return (RCT PPU 005). ***Retention and Disposal Standards:*** Information is retained for 3 years after the overpayments are repaid, recouped or written off. ***PAC Number:*** 70-001. ***Related to PR#:*** HRDC INS 230. ***TBS Registration:*** 002402. ***Bank Number:*** HRDC PPU 161.

EVALUATION AND DATA DEVELOPMENT

Description: This bank contains information from various surveys, administrative forms and interviews done as pat of the Evaluation and Data Development activities. The data might include participants' socio-economic characteristics, information on their employment situation following program participation, and their opinions on satisfaction with the projects' constituents. It may also contain information from interviews with representatives, sponsors, key informants and experts related to the projects evaluated. ***Class of Individuals:*** Participants to the various HRDC programs evaluated ***Purpose:*** This bank helps to determine effectiveness and efficiency of HRDC projects, whether or not the objectives of the programs are being attained. In no instance is this information used to make administrative decisions affecting individuals who have provided the information. ***Consistent Uses:*** The information may be used for internal audit purposes and linked to other evaluation studies. ***Retention and Disposal Standards:*** The questionnaires are kept for three years from the date the survey was completed. Personalized data are kept on magnetic tapes for five years or until the completion of a new evaluation study on the same subject matter. ***PAC Number:*** 69-029. ***TBS Registration:*** 003776. ***Bank Number:*** HRDC PPU 450.

HUMAN RESOURCES INVESTMENT (HRI) AND EMPLOYMENT INSURANCE (EI) STRATEGIC EVALUATION AND MONITORING

Description: This bank contains information from various surveys done as part of the employment insurance program evaluation activities. The information concerns situations that precede or follow the use of the program. Workers, the unemployed and employment insurance claimants must provide identification and the Social Insurance Number to obtain access to these files. ***Class of Individuals:*** Workers, employers, employment insurance training sponsors, unemployed people and employment insurance claimants. ***Purpose:*** This bank helps to determine the effectiveness and efficiency of the employment insurance program, whether or not its objectives are being attained and how it affects claimants. It also provides information about the behaviour, expectations and perceptions of users and participants involved in the program. In no instance is this information used to make administrative decisions affecting individuals who have provided the information. ***Consistent Uses:*** The information may be used for internal audit purposes and linked to other evaluation studies. It may be provided to private sector research firms for planning, statistics, research and evaluations. Each record of a surveyed person is also matched with the Benefits and Overpayments Master File (HRDC PPU 180) or with the Longitudinal Labour Force File (HRDC PPU 335). ***Retention and Disposal Standards:*** The

questionnaires are kept for three years from the date the survey was completed. Personalized data are kept on magnetic tapes for five years or until the completion of a new evaluation study on the same subject matter. ***PAC Number:*** 69-029. ***Related to PR Number:*** HRDC SPP 690 and HRDC SPP 695. ***TBS Registration:*** 002399. ***Bank Number:*** HRDC PPU 371.

INFORMATION DISCLOSURES TO INVESTIGATIVE BODIES

Description: This bank contains copies of written requests for disclosure of personal information submitted to HRDC under paragraph 8(2) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. It also contains the responses and particulars relating to their processing. ***Class of Individuals:*** Persons under investigation by federal or provincial investigative bodies. ***Purpose:*** To record disclosures of personal information and to report to the Privacy Commissioner on these requests. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** The information is retained for 2 years after the date of the last entry. ***PAC Number:*** 86-001. ***Related to PR#:*** HRDC FAS 055. ***TBS Registration:*** 002373. ***Bank Number:*** HRDC PPU 400.

LONGITUDINAL LABOUR FORCE FILE

Description: The bank contains all of the following information: Social Insurance Number, sex, date of birth, name and initials of the person. Detailed information on income, periods of employment and of unemployment, eligibility for employment insurance and or social assistance, family situation, education, National Training Program courses taken and other employment services received. The information is extracted from the National Training Program banks, Canadian Jobs Strategy banks, National Employment Services banks, employment insurance administrative files (HRDC PPU 180 and HRDC PPU 385) Social Assistance Recipients files (HRDC PPU 383), SIN registrations, T-1 Income Tax Returns, Child Tax Benefits, T4-S and T4-F issued for income tax purposes. This information has been updated regularly since 1971. ***Class of Individuals:*** All of the clients who have participated in the programs and/or have a record in the banks identified above. ***Purpose:*** The purpose of the bank is to maintain information on the work history of all individuals in a form useful for research and analysis. It is used for the research and for the evaluation of employment, income support and insurance programs and to elaborate or modify policies related to these programs. This bank is exclusively used for research and evaluation purposes and it cannot be used for any administrative purposes. The data is masked and is unmasked only when needed, for instance to conduct a survey of clients. ***Consistent Uses:*** Consistent uses for some information include it being used by government and non-government organizations to conduct research into the labour force, the labour market and other related fields. Some may also be used for internal audit purposes. It may be provided to private sector firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** The information is kept for 25 years after the last official use in order to undertake longitudinal analyses and studies. ***PAC Number:*** To be established. ***Related to PR#:*** HRDC SPP 705. ***TBS Registration:*** 002009. ***Bank Number:*** HRDC PPU 335.

EVALUATION SERVICES

Description: This bank contains information from various surveys, administrative forms and interviews done as part of Evaluation Services activities. The data might include participants' socio-economic characteristics, information on their employment situation following program participation, and their opinions on satisfaction with the projects' constituents. It may also contain information from interviews with representatives, sponsors, key informants and experts related to the projects evaluated. ***Class of Individuals:*** Participants to the various HRDC projects evaluated by Evaluation Services. ***Purpose:*** This bank helps to determine the effectiveness and efficiency of HRDC programs, whether or not the objectives of the programs are being attained. In no instance is the information used to make administrative/operational decisions affecting individuals who have provided the information. ***Consistent Uses:*** The information may be used for internal audit purposes and linked to other evaluation studies. ***Retention and Disposal Standards:*** The questionnaires are kept for three years from the date the survey is completed. Personalized data are kept on magnetic tapes for five years or until the completion of a new evaluation study on the same subject matter. ***PAC Number:*** 69-029. ***TBS Registration:*** 003775. ***Bank Number:*** HRDC PPU 445.

PERSONAL SERVICE CONTRACTS

Description: The bank contains information on the qualifications and work experience of the contractor, letters of reference, details of the contract and assessments of the contractor's performance. ***Class of Individuals:*** Individuals who have signed personal service contracts with HRDC. ***Purpose:*** To document individuals who have signed personal services contracts with HRDC. The information may be used to determine terms of payment, contract extension or renewal, and in other decisions pertaining to the contract. ***Consistent Uses:*** Information may be used for internal audit purposes. It may also be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Files are destroyed 6 fiscal years after termination of the contract. ***PAC Number:*** 86-001. ***TBS Registration:*** 001785. ***Bank Number:*** HRDC PPU 425.

SERVICE AND OUTCOME MEASUREMENT SYSTEM

Description: This bank contains data on HRDC clients where a client is defined as an individual who has received an employment or training intervention, and/or had an EI (UI) claim in the last 6 years. Included in the

bank are data on personal characteristics of clients (e.g., age, sex, education, etc.), a 6 year history of services received from HRDC and the outcomes of services provided (e.g., percent change in employment, UI benefits, employment earnings) and environmental variables from Census describing the community in which the client resides. The data has been collected by HRDC in administering EI, employment and training programs, and has been supplemented by information from Revenue Canada and provincial social assistance files that HRDC receives as a result of information sharing agreements. ***Class of Individuals:*** Individuals who have received EI (UI) benefits and/or who have been provided with an employment or training program by HRDC in the last 6 years. ***Purpose:*** To determine the effectiveness and efficiency of HRDC programs in accordance with the accountability indicators on the administration of the Human Resources Investment Fund and to provide HRDC with a consistent, client-based, information system for business planning and service delivery. ***Consistent Uses:*** The information may be used in evaluation studies and may be provided to other private sector research firms under contract to HRDC for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Data on individuals will be retained so long as the individual is a client – i.e., has received EI (UI) benefits and/or a training or employment program in the last 6 years. Information is stored on magnetic tapes or on disk arrays. High level security and encryption methods are in place to prevent unauthorized access to the database. ***PAC Number:*** To be established. ***TBS Registration:*** 004156. ***Bank Number:*** HRDC PPU 500.

SOCIAL ASSISTANCE RECIPIENTS

Description: This bank contains monthly data on provincial social assistance recipients. Included are data describing the basic characteristics of the applicants, i.e. ages, sex, family status, number of dependants, as well as case-related information such as total benefit and other sources of income. ***Class of Individuals:*** Individuals who receive or have recently received social assistance benefits under provincial laws. ***Purpose:*** Information is used for carrying out studies, analysis and evaluations to ensure that federal labour market, labour market related, income support policies and programs are developed and implemented in a manner consistent with national economic and social goals. ***Consistent Uses:*** The information may be provided to private sector research firms under contract to HRDC for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** The data will be kept until the end of the agreements with the provinces. ***PAC Number:*** To be established. ***Related to PR#:*** HRDC SPP 650. ***TBS Registration:*** 002398. ***Bank Number:*** HRDC PPU 383.

SURVEY OF EX-CLIENTS OF THE EMPLOYMENT INSURANCE PROGRAM

Description: This bank contains data collected through surveys of former employment insurance benefit claimants. Information in this bank concerns the circumstances of claimants becoming unemployed, methods used to secure employment, relocation in search of employment, financial difficulties while unemployed, educational and training activities, family composition, individual and family income, and other labour market activities. Exhaustee Surveys of August 1982, October 1982, June 1984 and August 1988, the Labour Market Survey of 1985, and the 1991 Survey of Ex-Clients who received Sickness Benefits. Individuals seeking access to the information provided by them in response to a labour market survey must provide their name, the year they participated in the survey and their address and telephone number at the time of the survey. The very least amount of information required is the Social Insurance Number of the individual and the year of participation in the survey. ***Class of Individuals:*** Former employment insurance benefit claimants. ***Purpose:*** Information in this bank is obtained for the purpose of statistical analysis in support of policy research activity undertaken within HRDC. Data from the surveys are used to tabulate aggregate statistics. These statistics are to be used in reports, research, and evaluation studies. In no instance is information used to make administrative decisions affecting individuals who have provided the information. Authority for the collection of this information is provided by the Employment Insurance Act. ***Consistent Uses:*** Include merging with the Benefits and Overpayment Master File (HRDC PPU 180) and may include merging with the Longitudinal Labour Force File (HRDC PPU 335), the Record of Employment file (HRDC PPU 385) and T4-S files for the purpose of statistical analysis only. In no instance is the resulting merged information used for administrative purposes, and all merged records are stripped of personal identifiers. The information may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** To be determined. ***PAC Number:*** To be established. ***Related to PR#:*** HRDC SPP 690. ***TBS Registration:*** 002397. ***Bank Number:*** HRDC PPU 324.

Human Resources Investment Branch (HRIB)

AGRICULTURAL EMPLOYMENT SERVICES -- CONTRACTORS (TERMINATED MARCH 31, 1997)

Description: May include name and address, experience, work history, agreements and other related information/correspondence. ***Class of Individuals:*** Persons who are serving as AES Contractors under an agreement with HRDC. ***Purpose:*** To maintain contracts and related information on those persons who are serving as AES Contractors. ***Consistent Uses:*** Information is used by Human Resources Development Canada and

may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Retained for 2 years following termination of the agreement. ***PAC Number:*** 91-011. ***Related to PR#:*** HRDC EMP 365. ***TBS Registration:*** 001998. ***Bank Number:*** HRDC PPU 105.

ATLANTIC FISHERY PROGRAMS
Description: Information includes age, education, employment history, wages and other sources of income, training, mobility and benefit rates gathered through applications to the following programs: The Atlantic Groundfish Strategy, Fishery Older Worker Adjustment Program, Plant Workers' Adjustment Program, The Atlantic Groundfish Adjustment Program, etc. ***Class of Individuals:*** Fishers, plant workers and trawlerpersons who have been permanently laid off because of declining fish stocks in the Atlantic fishery. ***Purpose:*** To assist the Department in monitoring and reviewing the above-mentioned cost-shared programs. The programs provide/provided adjustment programming, including income support, to clients who have been permanently laid off because of declining fish stocks in the Atlantic fishery. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** A minimum of 2 years. ***PAC Number:*** To be established. ***Related to PR#:*** HRDC PPU 075. ***TBS Registration:*** 004169 ***Bank Number:*** HRDC PPU 012.

CANADA STUDENT LOANS (FULL TIME & PART-TIME) -- COMPUTER LOANS MASTER FILE
Description: This bank includes information about individuals who have borrowed money through the Canada Student Loans Program. Data includes individual loan documentation, social insurance number, name, date of birth, sex, correspondence and detailed information on personal financial circumstances related to the borrower. Individuals seeking access to this information bank must provide name, social insurance number and date of birth, and may only access their own records. Information concerning an individual's loan records may not be released to a third party without written authorization from the individual concerned. ***Class of Individuals:*** Individuals with Canadian citizenship or landed immigrant status at the time of loan authorization. ***Purpose:*** To monitor loan disbursements and repayments to enable interest subsidies to be paid; to assess eligibility for the plan and to monitor payments to lenders; to provide legal basis for collecting debts due the Crown, and to monitor activity on a defaulted borrower's account. ***Consistent Uses:*** Information may be shared for the purposes of administering the Act, program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Input documents are retained for a minimum of 10 years and a maximum of 60 years. ***PAC Number:*** 83 025. ***Related to PR#:*** HRDC ESP 010. ***TBS Registration:*** 000485. ***Bank Number:*** HRDC PPU 030.

CANADIAN RURAL TRANSITION PROGRAM (TERMINATED MARCH 31, 1997)
Description: Contains applicant's name, address and social insurance number, and other relevant documentation including financial information on the applicants. ***Class of Individuals:*** Operators of agricultural farm businesses who applied for assistance. ***Purpose:*** To determine eligibility for program assistance. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Retained for six years after the last administrative action, and machine readable records after 25 years. ***PAC Number:*** 91-011. ***TBS Registration:*** 001824. ***Bank Number:*** HRDC PPU 430.

CARIBBEAN MEXICAN SEASONAL AGRICULTURE WORKERS
Description: Worker's name, address, social insurance number, previous experience, sex, height and work history, name of the employer, details governing wages, hours of work, living conditions and employer/employee rights. Persons seeking access should provide their approximate dates of employment and the name and location of the employer. ***Class of Individuals:*** Persons temporarily in Canada under the Commonwealth Caribbean or the Mexican Seasonal Agricultural Workers Program who are employed as seasonal labourers in the agricultural and food processing sectors. ***Purpose:*** Record information on persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors and to identify employers participating in either the Commonwealth Caribbean or the Mexican Seasonal Agricultural Workers Program. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Retained for two years after the last action. ***PAC Number:*** 91-011. ***Related to PR#:*** HRDC EMP 385. ***TBS Registration:*** 001999. ***Bank Number:*** HRDC PPU 110.

EMPLOYERS OF FOREIGN WORKERS
Description: May include employee and employer information such as name, address, Revenue Canada Taxation number, telephone number, type of business, occupation; salaries offered, and other relevant information. ***Class of Individuals:*** Employers in Canada seeking a foreign worker in specific occupational groups and employees. ***Purpose:*** To render a validation opinion on an offer of employment to a foreign worker. ***Consistent Uses:*** Information is used by HRDC and may be shared with other departments for the purposes

of program delivery, enforcement, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Retained for 2 years after the last action. ***PAC Number:*** 91-011 ***TBS Registration:*** 003127 ***Bank Number:*** HRDC PPU 440.

EMPLOYMENT BENEFITS AND SUPPORT MEASURES

Description: Information relating to the Employment Benefits and Support Measures including targeted wage subsidies, self-employment, job creation partnerships, training, targeted earning supplements, skills loans and grants, employment assistance services (which includes labour exchange services, NESS, and products such as Labour Market Information, the National Job Bank, the Electronic Labour Exchange, and the Canada WorkInfo Net), local labour market partnerships, and research and innovation projects; and participant information which may include name, address, sex, marital status, number of dependents, social insurance number, etc. Any information collected through the Electronic Labour Exchange is used for statistical purposes only. ***Class of Individuals:*** Clients who have participated in Employment Benefits and Support Measures identified above; persons living in designated communities; persons serving as chair or member of a committee under an agreement with IAS; and those contracted under agreement to do consulting work for a committee. ***Purpose:*** To retain information on and monitor clients and effectiveness of the above-mentioned programs; and to retain information on IAS committee members and persons related to the committee. Bank was also used to inform participants and to provide them with income support. ***Consistent Uses:*** Information is used by HRDC and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Files are retained two years after participant completion of the programs, computerized records after the client's T4 has been issued, machine readable records after 25 years, IAS after two years. ***PAC Number:*** To be established. ***Related to PR#:*** HRDC PPU 071 ***TBS Registration:*** 004158 ***Bank Number:*** HRDC PPU 293.

EMPLOYMENT PROGRAMS AND SERVICES (FROM JULY 1, 1988 TO JULY, 1996)

Description: May include information relating to Canadian Jobs Strategy (CJS) and other related Employment or Training projects, and participants including employment counselling. Initiatives include: Job Development, Job Entry, Skill Investment, Skill Shortages, Community Futures, Innovations, Employability Improvement Program, Labour Market Adjustment Program, Community Development, Information and Special Initiatives, and the Industrial Adjustment Service (IAS). Information may contain: name, address, sex, marital status, number of dependents, social insurance number, telephone number, education, work history (curriculum vitae), qualifications, possible employment barriers, occupational and demographic data, labour force status, self identified special interest group membership, training and wage information, income support entitlement and support data, detailed course information/status/results, date of termination and other project specific information. ***Class of Individuals:*** Clients who have participated in the programs identified above, persons living in designated communities, persons serving as chair or member of a committee under an agreement with IAS, and those contracted under agreement to do consulting work for a committee. ***Purpose:*** Used to retain information on and monitor clients and effectiveness of programs, in the above mentioned programs, and to retain information on IAS committee members and persons related to the committee. Bank was also used to inform participants and to provide them with income support either from Employment Insurance (EI) or in the form of allowance cheques. It was also used to monitor participation and to produce T4/relevé documents. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Variable retention requirements. ***PAC Number:*** 91-011 ***Related to PR#:*** HRDC CJS 295 ***TBS Registration:*** 002404 ***Bank Number:*** HRDC PPU 071.

NATIONAL ADOPTION DESK -- CASE FILES

Description: Contains records relating to the international adoption of children, including personal information about the prospective parents (may include employment and income, police statement, home study, etc.) and about the child (birth date, birthplace, social and medical history, etc.); correspondence between provinces, the federal government and foreign governments and institutions. ***Class of Individuals:*** Parents wishing to adopt children from other countries and children available for adoption. ***Purpose:*** Used to facilitate the international adoption process. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Retained for two years after the adoption order is received. ***PAC Number:*** 93-040 ***TBS Registration:*** 003490 ***Bank Number:*** HRDC PPU 218.

NATIONAL WELFARE FELLOWSHIPS

Description: Applicant's educational and employment history, study plans and the amount of the award. ***Class of Individuals:*** General public; individuals wishing to continue their university studies. ***Purpose:*** Information is provided by applicants to enable the selection committee to decide on the successful candidates in the competition and to administer the awards of the winners. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning,

research, internal audit and evaluation. ***Retention and Disposal Standards:*** Applications are retained for 3 fiscal years for unsuccessful applicants and 6 fiscal years for successful applicants. ***PAC Number:*** 93-040 ***Related to PR#:*** HRDC SSP 410 ***TBS Registration:*** 000046 ***Bank Number:*** HRDC PPU 190.

PROGRAM FOR OLDER WORKER ADJUSTMENT
Description: Information includes such statistics as age, previous employment, number of years in the labour force, number of hours worked per year, other sources of income, mobility and benefit rates gathered through applications to the program. ***Class of Individuals:*** Canadian residents. ***Purpose:*** To assist the Department in monitoring and reviewing the Program for Older Worker Adjustment (POWA). As set out in an amendment to the Department of Labour Act and in agreement with various provinces, the program provides income assistance for eligible workers between the ages of 55-64 who have been permanently laid off. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** To be established. ***PAC Number:*** To be established. ***TBS Registration:*** 003188 ***Bank Number:*** HRDC PPU 070.

VOCATIONAL REHABILITATION OF DISABLED PERSONS -- RECORDS OF APPROVAL/INDIVIDUAL COSTS
Description: This bank records requests for federal approval under VRDP for the costs of goods and services for individual clients. It includes name or provincial territorial file number, description of disability, outline of planned vocational rehabilitation process, and vocational rehabilitation services provided to date, items required, cost and the relation of expenditure to vocational goal and the date of employment. Only persons who, because of physical or mental impairment, are incapable of pursuing any substantially gainful occupation and who receive certain vocational rehabilitation services from provinces/territories are included. ***Class of Individuals:*** Persons with disabilities who receive certain vocational rehabilitation services from provinces/territories. ***Purpose:*** To approve costs of items not in the various approved lists or costs exceeding $10,000 as stated in the guidelines relating to cost sharing under the VRDP Act, and for audit and review purposes. ***Consistent Uses:*** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. ***Retention and Disposal Standards:*** Retained for six years after last action. ***PAC Number:*** 93-040. ***Related to PR#:*** HRDC SSP 395 ***TBS Registration:*** 000051 ***Bank Number:*** HRDC PPU 216.

Income Security Programs Branch

CANADA PENSION PLAN – RECORD OF EARNINGS
Description: This bank contains information related to issuance and/or replacement of social insurance numbers (SIN) approved by HRDC, inquiries received from CPP contributors, information relating to employment/self-employment earnings of individuals and the history of contributions made to CPP. Access to this bank requires name, address and SIN. ***Class of Individuals:*** Individuals identified in this bank are CPP contributors only. ***Purpose:*** The information in this bank is used to validate the SIN found on CPP benefit applications, to ensure that the contributory earnings posted to the record of earnings are attributed to the correct SIN in order to guarantee accurate benefit calculation, to determine individual benefit entitlement, to calculate the amount of CPP benefits payable and to ensure that biographical information is correct. ***Consistent Uses:*** The information is also used to administer requests made under Part I of the Family Orders and Agreements Enforcement Assistance Act and to support applications retained in International Social Security – Domestic and Foreign Benefits (Individual) (HRDC PPU 175) for the purpose of assisting Foreign Institutions in the determination of entitlement to foreign benefits. Information may also be shared with: other designated federal departments for the purpose of administering the Canada Pension Plan, provincial governments for the purpose of administering a social program, an income assisted program or a health insurance program. ***Retention and Disposal Standards:*** To be determined. ***PAC Number:*** To be determined. ***TBS Registration:*** 003393 ***Bank Number:*** HRDC PPU 140.

CANADA PENSION PLAN – RETIREMENT, DISABILITY, SURVIVORS AND DEATH BENEFITS (INDIVIDUAL)
Description: The bank contains personal data on Retirement, Disability, Survivors and Death Benefit applicants and may contain the following: application forms, supporting documentation, information on master data base payment history, medical and employment records, birth, marriage, death evidence, decisions of the Minister and any subsequent appeals. Access to this bank requires name, address and social insurance number. ***Class of Individuals:*** Individuals identified in this bank have applied for and/or are receiving Canada Pension Plan benefits. ***Purpose:*** To administer their related programs. ***Consistent Uses:*** May be used in support of applications retained in HRDC PPU 175 to assist Foreign Institution in determining entitlement to benefits, HRDC PPU 116 to confirm date of birth, marital status and date of death, and HRDC PPU 140 to obtain earnings and contributions records required for the calculation of CPP benefits. Information in this bank may be matched with information pertaining to Employment Insurance. It may be shared with other designated federal

departments, provincial governments or public bodies for the purpose of administering a federal law or a provincial social program, an income assisted program, or a health insurance program. Agreements have been signed to match information relating to individuals receiving both Canada Pension Plan disability benefits and disability income program benefits in the provinces of Alberta, Prince Edward Island, Nova Scotia, New Brunswick and Manitoba for the better administration of both programs. ***Retention and Disposal Standards:*** To be determined. ***PAC Number:*** 95-019 ***TBS Registration:*** 003394 ***Bank Number:*** HRDC PPU 146.

INTERNATIONAL SOCIAL SECURITY – DOMESTIC AND FOREIGN BENEFITS (INDIVIDUAL)

Description: This bank contains applications, supporting documentation, correspondence, benefit calculations, payment history of OAS and CPP paid to beneficiaries and/or their dependents, decisions and any subsequent appeals. Access to this bank requires name, address and SIN or account number. ***Class of Individuals:*** Persons who have applied for and/or are receiving benefits. ***Consistent Uses:*** Information in this bank may be matched with information contained in HRDC PPU 116, 140, and 146 in order to determine an applicant's eligibility to benefits as a result of an international agreement It may also be shared with provincial governments for the purpose of administering a social program, income assistance program or health insurance program. ***Retention and Disposal Standards:*** To be determined ***PAC Number:*** 95-019 ***TBS Registration:*** 003390 ***Bank Number:*** HRDC PPU 175.

INVESTIGATIONS

Description: . the information held in this bank consists of investigative reports which describe the information that has led to a particular investigation and the subsequent steps taken. This bank is automated and managed by a computer software program named the Investigation Information System (IIS). ***Class of Individuals:*** individuals suspected of defrauding the Canada Pension Plan (CPP) and/or the Old Age Security programs(OAS). ***Consistent Uses:*** the information is used primarily in tracking the investigations of offences against the CPP and/or the OAS. ***Retention and Disposal Standards:*** a minimum of 2 years ***PAC Number:***. to be determined ***Related to number:*** HRDC PPU 116, to confirm date of birth and date of death; HRDC PPU 146, to obtain earnings and contributions records. ***TBS Registration:*** 004258 ***Bank Number:*** HRDC PPU 649.

OLD AGE SECURITY (OAS), GUARANTEED INCOME SUPPLEMENT (GIS), SPOUSE'S ALLOWANCE (SPA), (INDIVIDUAL)

Description: Contains personal data on OAS, GIS, and SPA applicants and may contain the following application forms, supporting documentation, information on master database payment history, decisions, and any subsequent appeals. Access to this bank requires name, address, social insurance number or account number. ***Class of Individuals:*** Individuals identified have applied for and/or are currently in receipt of benefits. ***Purpose:*** Applications are used to administer their related programs. ***Consistent Uses:*** Information may be used in support of applications retained in HRDC PPU 175 to assist Foreign Institutions in determining entitlement to foreign benefits and HRDC PPU 146 to confirm rates of CPP benefits, date of birth, marital status, and date of death. Information in this bank may be provided to Revenue Canada for the administration of the Income Tax Act, and to provincial governments for the administration of their own social programs. ***Retention and Disposal Standards:*** variable retention requirements. ***PAC Number:*** 95-019 ***TBS Registration:*** 003391 ***Bank Number:*** HRDC PPU 116.

Insurance Branch

AUTOMATED EARNINGS REPORTING SYSTEM

Description: This bank contains information received from employers who voluntarily participate in the program. Each record may contain the employee's name, SIN, the date of the week worked and the salary received, and the employer's name, address and Revenue Canada – Business number. ***Class of Individuals:*** Individuals who have received Employment Insurance benefits. ***Purpose:*** To administer the Employment Insurance Act, to produce bi-monthly reports on the potential abuse through unreported work and earnings, of the employment insurance fund. ***Consistent Uses:*** Information may be used for internal audit purposes and may be provided to find Commission debtors whose whereabouts are unknown. It may be provided to private sector research firms for evaluations, research, planning and statistics. ***Retention and Disposal Standards:*** The observation is retained for a minimum of six years. ***PAC Number:*** 02/1995 amendment to 70/001. ***Related to PR#:*** HRDC INS 230 ***TBS Registration:*** 002366 ***Bank Number:*** HRDC PPU 215.

BENEFIT AND OVERPAYMENT MASTER FILE

Description: This bank is a computerized record of benefit information based on documents used to establish first and continuing entitlement. It may also contain information from Revenue Canada PAYDAC and Taxation Taxpayer Master Files. ***Class of Individuals:*** Individuals who are receiving or have received employment insurance benefits. ***Purpose:*** To determine the status of a claim, whether benefits are payable or not and the amount. To keep a record of each payment or adjustment made during the life of the claim. ***Consistent Uses:*** Information is used for statistical, internal audit and planning purposes. Selected information is duplicated in an income tax system for issuance of T4Es and related statements, and is provided to Revenue Canada and Revenu Québec for taxation purposes. It may also be shared with Statistics Canada for statistical, analytical and planning

purposes, with Revenue Canada for locating debtors to the Crown, and subject to formal agreement, with federal, provincial and municipal levels of government for the administration and enforcement of their programs and the coordination of payment benefits and research. Information may also be shared with employers in order to assist them in fulfilling their responsibilities under the EI Act. It may be shared with the Department of Justice for the purpose of administering the Family Orders and Agreements Enforcement Assistance Act. Information is shared with authorized parties in order to obtain information to assist the Commission in the administration of the EI program and in the collection of overpayments. Some of the information may be provided to private sector survey companies for evaluations, research, statistical and planning purposes. ***Retention and Disposal Standards:*** Records are retained for 7 years. ***PAC Number:*** Under development. ***Related to PR#:*** HRDC INS 190 ***TBS Registration:*** 002362 ***Bank Number:*** HRDC PPU 180.

BUSINESS REGISTRATION INVESTIGATION (BRI)
Description: This program verifies if a person has become involved in the operation of a business while in receipt of Employment Insurance benefits. The BRI uses data obtained from Revenue Canada. ***Class of Individuals:*** Individuals that have applied for employment benefits. ***Purpose:*** To determine if individuals that have applied for employment benefits and have obtained a Business number or engaged in a business while on claim and have not reported it on the bi-weekly report cards. ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established. ***TBS Registration:*** 004159 ***Bank Number:*** HRDC PPU 080.

COMPUTER POST AUDIT PROGRAM (CPA)
Description: This program is designed to prevent, detect and deter abuse against the Employment Insurance fund. ***Class of Individuals:*** Employers. ***Purpose:*** Administration of the EI Act. Copies of the Record of Employment are matched with the EI Claim File to identify cases of undeclared work and earnings. ***Consistent Uses:*** Information is used for the Reason for Separation Program (RFS) for the purpose of undisclosed reason for separation and is also used for the Investigation and Control Case management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** 70-001 ***TBS Registration:*** 004160 ***Bank Number:*** HRDC PPU 090.

CONTRACT AGENTS LIST
Description: Information on the agent such as name, address, qualifications and work experience and information pertaining to the individual's activity as an agent. ***Class of Individuals:*** Claims-taking agents under contract with HRDC. ***Purpose:*** Information is used to identify and monitor the activities of claims-taking agents under contract with HRDC. ***Consistent Uses:*** Information may be used for audit purposes, and may also be provided to private sector research firms under contract with HRDC for the purposes of planning, statistics, research and evaluation. ***Retention and Disposal Standards:*** Information is kept for 3 years after the individual ceases to be a contract agent. ***PAC Number:*** 70-001 ***Related to PR Number:*** HRDC INS 260 ***TBS Registration:*** 002363 ***Bank Number:*** HRDC PPU 185

EMPLOYMENT INSURANCE – CPP RETIREMENT MATCH
Description: This is a program that verifies if a person is receiving CPP Retirement Pension while in receipt of Employment Insurance benefits. ***Class of Individuals:*** EI Claimants. ***Purpose:*** To detect EI claimants who have not reported receiving CPP Pension while on claim. ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established. ***TBS Registration:*** 004162 ***Bank Number:*** HRDC PPU 095.

EMPLOYMENT INSURANCE CLAIMANT'S BI-WEEKLY REPORT CARD
Description: May include the following types of information: name, address, telephone number, SIN, dates covered, the individual's signed declaration of the dates available for work, earnings, illness or medical condition. Individuals seeking access to this file must specify the two-week period covered by the report card they wish to consult. ***Class of Individuals:*** Individuals on claim for employment insurance benefits. ***Purpose:*** To provide a record of claimants' eligibility to benefits during a two-week period. ***Consistent Uses:*** Information from this bank may be used for research, planning, evaluation and statistics and for control and internal audit purposes. It may also be provided to private sector research firms for these purposes. It may also be shared with the RCMP for fraud investigations. ***Retention and Disposal Standards:*** Report cards are retained for 5 years. ***PAC Number:*** 70-001 ***Related to PR Number:*** HRDC INS 180, and HRDC INS 190 ***TBS Registration:*** 002361 ***Bank Number:*** HRDC PPU 155.

FALSE CLAIM DETECTION PROGRAM (FCDP)
Description: This is a program to detect EI fraud using false identities, false Record of Employment (ROE's) or a

combination of both. ***Class of Individuals:*** EI claimants. ***Purpose:*** To qualify for EI benefits, a person must have been employed in insurable employment and therefore should have filed a tax return and should have been issued a T-4 by their employer. Observations are created for those persons who have not filed a tax return in the last 4 years but were receiving EI benefits. ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established. ***TBS Registration:*** 004163 ***Bank Number:*** HRDC PPU 108

GOVERNMENT ANNUITIES

Description: Contains the annuitant's contract number, name, SIN, sex, date of birth, beneficiary, address, records of employment with group policy holders, bank account number as well as premiums, annuity purchased or being paid, contract terms and conditions and taxation information. The bank may be accessed by use of a contract number if it is known. ***Class of Individuals:*** People who bought government annuity as private individuals or through pension fund contributions. ***Purpose:*** To administer annuity contracts ***Consistent Uses:*** The information is shared for administrative purposes with Public Works and Government Services Canada. It is also shared with Revenue Canada – Taxation and Revenu Québec. It may also be provided to private sector research firms for planning, statistics, research, and evaluation. ***Retention and Disposal Standards:*** Files are destroyed 5 years after all benefits from the annuities have been paid. ***PAC Number:*** 69-115. ***Related to PR Number:*** HRDC INS 605 ***TBS Registration:*** 002395 ***Bank Number:*** HRDC PPU 395.

INSURANCE CLAIM FILE – LOCAL OFFICE

Description: May include the following type of information: name, SIN, age, date of birth, sex, address and telephone number, preferred official language, income tax exemption level, summary of employment data for up to 3 years, educational instruction currently being received, participation in employment development programs, incarceration, medical certificates, appeals to Boards of Referees, disentitlement notices, disqualification notices, Revenue Canada assessment notices, correspondence regarding overpayment, and other related matters, amount and duration of employment insurance benefits payable, any interviews or investigations conducted by HRDC staff, documentation obtained by Revenue Canada relative to determining insurable employment and earnings, penalties or criminal procedures undertaken for fraud in connection with the EI Act. May also include information from the Revenue Canada PAYDAC and Taxation Taxpayer Master Files. All requests for access must include the SIN. ***Class of Individuals:*** Individuals who have applied for EI benefits. ***Purpose:*** To administer the EI program. ***Consistent Uses:*** Information from this bank is used within HRDC for the administration of all Insurance and HRIB programs including the provision of training to claimants as required, and for statistical, planning and internal audit purposes, and may be provided to private sector research firms for the same purposes. It may also be shared with the RCMP for fraud investigation. Information may also be shared, subject to formal agreement, with federal, provincial and municipal governments for the administration of their own programs or for the administration or enforcement of provincial laws. Information may also be shared with employers for the purpose of assisting them with their responsibilities under the EI Act. ***Retention and Disposal Standards:*** Records are destroyed 5 years after the date dispatched to Federal Records Centre. Variable retention requirements inside of this bank. ***PAC Number:*** 70-001 ***Related to PR Number:*** HRDC PPU 180 and HRDC INS 260 ***TBS Registration:*** 001989. ***Bank Number:*** HRDC PPU 150.

INSURED EARNINGS MATCH (IEM)

Description: IEM is a computerized investigative program which compares files provided to HRDC from Revenue Canada (T4-Supplementaries) to the EI Claim File using a formula to indicate the possibility of unreported work and earnings. ***Class of Individuals:*** EI claimants. ***Purpose:*** To identify claimants whose actual insurable earnings are in excess of their projected or possible insured earnings during the tax year under review, who may be working. while on claim and have not reported it on the bi-weekly report cards. ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established. ***TBS Registration:*** 004164 ***Bank Number:*** HRDC PPU 115.

INTERSTATE EMPLOYMENT INSURANCE CLAIMS

Description: Statistics relative to liable and agent state claims. Individuals may gain access by supplying either their SIN or their Social Security Number. ***Class of Individuals:*** The claimants identified in this bank are divided into 2 groups: agent state claimants who are Canadians or non-Canadian residents in each of the employment insurance regions of Canada, and liable state claimants with working visas or U.S. citizenship or landed immigrants residing in the U.S. Puerto Rico or the Virgin Islands. ***Purpose:*** To facilitate the payment of EI benefits to persons in the U.S., Puerto Rico, Virgin Islands, and Canada residing outside the state in which their entitlement was earned. To create, maintain, and control claim files when Canada is the agent state and to provide administrative assistance to liable states concerned. To create, maintain, control, adjudicate, and provide payment of benefit when Canada is the liable state. ***Consistent Uses:*** The information in this may be used by HRDC or private sector research firm for the purposes of research,

planning, evaluation, internal audit, and statistics. ***Retention and Disposal Standards:*** The information is kept for 5 years after the last action. ***PAC Number:*** 70-001 ***Related to PR Number:*** HRDC INS 260 ***TBS Registration:*** 001990 ***Bank Number:*** HRDC PPU 170.

LABOUR ADJUSTMENT BENEFITS CLAIM FILE LOCAL OFFICE

Description: May contain summary employment data for up to 35 years, proof of age, notification of qualification and non-qualification, correspondence regarding overpayments, entitlement information on certification and other related matters. The bank may also record the weekly payments, deductions, date on which the person will be 65 years old, and any information concerning interviews held with HRDC staff. ***Class of Individuals:*** Individuals claiming labour adjustment benefits. ***Purpose:*** The administration of the Labour Adjustment Benefits Program. ***Consistent Uses:*** Information may be shared with the Labour Adjustment Review Board, and with the RCMP in cases of fraud. It may also be used within HRDC and by private sector research firms for statistical, planning, internal audit, research and evaluation purposes. ***Retention and Disposal Standards:*** Records are kept for 6 years after termination of benefits. ***PAC Number:*** Under development. ***Related to PR Number:*** HRDC INS 185 ***TBS Registration:*** 002368 ***Bank Number:*** HRDC PPU 220.

LIST OF CHAIRPERSONS AND MEMBERS OF BOARDS OF REFEREES

Description: Contains names, addresses, experience and work histories. ***Class of Individuals:*** Chairpersons, members of Boards of Referees. ***Purpose:*** To maintain a list of chairpersons and members of Boards of Referees who hear appeals against Commission decisions to deny employment insurance benefits. ***Consistent Uses:*** May be used for planning, statistics, and research purposes. ***Retention and Disposal Standards:*** Information on individuals is retained for 2 years after the termination of the period of appointment. ***PAC Number:*** 86-001 ***Related to PR Number:*** HRDC INS 210 ***TBS Registration:*** 002364 ***Bank Number:*** HRDC PPU 195.

LISTING OF EMPLOYEES BY NOMINAL ROLL

Description: Contains information received from employers involved in labour disputes. Each record may contain the employee's name, SIN, badge or clock number, information pertaining to a stoppage of work, first and last day worked, site location, reason for separation, return to work date and types/amounts of additional monies paid. ***Class of Individuals:*** Employees involved in labour disputes, or related claims for EI benefits or monies paid to individuals. ***Purpose:*** To administer the EI Act in determining eligibility and to facilitate in the processing of claims. ***Consistent Uses:*** Information in this bank is used within HRDC to administer Insurance and HRIB programs, and for statistical, planning and internal audit purposes and may be shared with private sector research firms for these purposes. It may also be provided to the RCMP for investigation of offenses against the EI Act, subject to formal agreement it may be shared with federal, provincial, and municipal governments for the administration of their own programs. It may also be shared with employers for the purpose of assisting them with their responsibilities under the EI Act. ***Retention and Disposal Standards:*** Records are destroyed 3 years after the last action. ***PAC Number:*** 70-001 ***Related to PR Number:*** HRDC INS 260 ***TBS Registration:*** 003409 ***Bank Number:*** HRDC PPU 281.

RECORD OF EMPLOYMENT (SECOND COPY)

Description: Copies of individual Record of Employment forms. Each record may contain employee's name, address, SIN, and occupation, employer's name, address, and RC/T number; data pertaining to length of employment, date and reason for separation, expected date of recall, and insurable weeks and earnings. All requests for access must identify the period of employment covered by the record of employment. ***Class of Individuals:*** Employment Insurance claimants as well as those people who changed jobs but did not claim employment insurance benefits. ***Purpose:*** Used in the administration and enforcement of the Employment Insurance Act. ***Consistent Uses:*** Statistical, planning and internal audit purposes. The information may also be provided to private sector research firms for planning, statistics, research and evaluation. Subject to formal agreement, some information may be shared with other federal or provincial departments for planning, research and evaluation. Information may also be shared with the Department of Justice for the administration of the Family Orders and Agreements Enforcement Assistance Act. It may also be released to the issuing employer in exceptional circumstances. Release of information is subject to Section 127 of the Employment Insurance Act. ***Retention and Disposal Standards:*** Files are retained for 10 years. ***PAC Number:*** 70-001 ***TBS Registration:*** 001971 ***Bank Number:*** HRDC PPU 385.

REPORT ON HIRINGS

Description: This bank contains information received from employers who voluntarily participate in the program. Each record contains the employee's SIN, the date of the first day worked and badge or payroll number is applicable, the employer's name, address and Revenue Canada – Business number. The data received from employers is matched against benefit records to detect unreported work and earnings. ***Class of Individuals:*** Individuals who have received employment insurance benefits. ***Purpose:*** To administer the EI Act, to control unreported work and earnings of claimants. ***Consistent Uses:*** Internal audit, and to find debtors whose whereabouts are unknown. Information may also be shared with Statistics Canada and private sector research firms for statistical, analytical, planning, and research and evaluation purposes. ***Retention and Disposal***

Standards:. The observation is retained for a minimum of 2 years ***PAC Number:*** 70-001 ***Related to PR Number:*** HRDC INS 240 ***TBS Registration:*** 002367 ***Bank Number:*** HRDC PPU 210.

RETURNING CANADIAN RESIDENT PROGRAM (RCRP)
Description: A detection program which compares data from Revenue Canada and EI Claim information. ***Class of Individuals:*** EI claimant returning to Canada by air. ***Purpose:*** Using information obtained from Revenue Canada, to detect claimants who have neglected to report their absence from Canada. Discrepancies are investigated. ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established. ***TBS Registration:*** 004165 ***Bank Number:*** HRDC PPU 120.

SELF EMPLOYED EARNINGS MATCH (SEEM)
Description: This program verifies if a person has been involved in self-employment activity while in receipt of Employment benefits. ***Class of Individuals:*** EI claimants involved in self-employment activity. ***Purpose:*** To investigate claimants involved in self-employment who have not declared their activity while on claim. ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established. ***TBS Registration:*** 004166 ***Bank Number:*** HRDC PPU 125.

SOCIAL INSURANCE NUMBER REGISTRATION
Description: Information in the individual records includes the applicant's first name, middle name, surname, date of birth, surname at birth, other surnames formerly used, sex, whether the applicant is a twin, place of birth, father's full name, mother's full name at birth, the Social Insurance Number (SIN) issued or re-issued, status in Canada, telephone number, mailing address, and may include the marital status and the name and address of the employer, the date of application, the applicant's signature and witnesses when required. This bank contains a microfilm image of each approved applicant for issuance of a SIN, for issuance of a replacement SIN, or for amendment of social insurance register records. All requests for access must include the SIN, name and place and date of birth, the family name at birth of the individual's mother. Documentary proof of identity is required when submitting an original application for a SIN. ***Class of Individuals:*** Canadian citizens, registered Indians, permanent residents and those who are neither Canadian citizens nor permanent residents. ***Purpose:*** To register persons pursuant to section 138 of the Employment Insurance Act, and section 98 of the Canada Pension Plan Act, and those on whose behalf a SIN application has been received by the Commission. It is also used in the administration of certain Acts of Canada such as Employment Insurance (EI) Act, Canada Pension Plan (CPP) Act, and the Old Age Security (OAS) Act. Exchange of information with Revenue Canada and Citizenship and Immigration Canada is provided for by CPP and EI Act respectively. ***Consistent Uses:*** Subsection 139(5) of the EI Act provides for the use of the Social Insurance Register data for the accurate identification of individuals and for the effective use by such individuals of the cards and numbers. Therefore, an employer/former employer who has lost contact with an employee and who needs that employee's SIN to meet legal requirements, can obtain it; the RCMP may obtain such information for investigative purposes. ***Retention and Disposal Standards:*** Files are retained for 100 years after the SIN has been issued. ***PAC Number:*** M59-73 ***Related to PR Number:*** HRDC INS 585 ***TBS Registration:*** 002396 ***Bank Number:*** HRDC PPU 390.

THE COMBINED OVERPAYMENT DETECTION SYSTEM (COD)
Description: Information from the EI Claim File. ***Class of Individuals:*** EI Claimants. ***Purpose:*** The COD system matches transactions from several information sources to the EI Claim File to determine overlap periods of employment and the receiving of Employment benefits. ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established ***TBS Registration:*** 004167 ***Bank Number:*** HRDC PPU 085.

THE FRONT-END SIN VALIDATION PROGRAM
Description: This program identifies irregularities involving SIN holders. ***Class of Individuals:*** EI claimants. ***Purpose:*** This program collects the SINs of all incoming claims and , on a weekly basis, matches them against the Social Insurance Registry (SIR). ***Consistent Uses:*** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. ***Retention and Disposal Standards:*** A minimum of two years. ***PAC Number:*** To be established. ***TBS Registration:*** 004168 ***Bank Number:*** HRDC PPU 118

VOLUNTARY DISCLOSURE LOG
Description: Information collected up to September 1, 1989 regarding individuals including name, SIN, date of disclosure, office where disclosure was made, life of claim, number of offenses disclosed, and amount of overpayment. ***Class of Individuals:*** Individuals who

have applied for employment insurance benefits and have voluntarily disclosed that they have knowingly made false statements to obtain benefits. ***Purpose:*** To maintain a central repository of persons who voluntarily reveal to the Commission that they have knowingly made false statements to obtain benefits. Information is used to ensure that a person benefits from the voluntary disclosure only once. ***Consistent Uses:*** Internal audit. Information may be provided to private sector research firms for planning, statistics, research and evaluations. ***Retention and Disposal Standards:*** Information is retained for 50 years. ***PAC Number:*** 70-001. ***Related to PR Number:*** HRDC INS 230 ***TBS Registration:*** 002365 ***Bank Number:*** HRDC PPU 205.

Labour Branch

ADJUDICATORS, SOLE ARBITRATORS AND ARBITRATION BOARD CHAIRPERSONS

Description: Information contained in this bank includes names, addresses, curricula vitae used in determining selection of individuals for the positions of sole arbitrators, arbitration board chairpersons and adjudicators. ***Class of Individuals:*** Canadian citizens. ***Purpose:*** To assist the Operations Branch, FMCS in selecting suitable persons to act as grievance arbitrators and adjudicators, subject to the Canada Labour Code, Part I and Part III. ***Consistent Uses:*** None. ***Retention and Disposal Standards:*** Two years after the Department is notified that the person is no longer available to act as sole arbitrator, adjudicator or as chairperson of arbitration boards. ***PAC Number:*** 70-004, Amendment 1. ***Related to PR Number:*** HRDC LAB 045 ***TBS Registration:*** 000452 ***Bank Number:*** HRDC PPU 041.

CANADA LABOUR CODE PART II – COMPLAINTS

Description: Information contained in this bank includes complaints and reports dealing with safety and health matters in the workplace. The files contain statements of complaints from employees and employers, records relating to employment, correspondence and reports dealing with the complaints. ***Class of Individuals:*** Employees under federal jurisdiction. ***Purpose:*** Record, enquire into and resolve various issues in connection with the application of the Canada Labour Code Part II (Occupational Safety and Health). ***Consistent Uses:*** To determine if a violation exists under the Canada Labour Code, if the violation can be resolved between the parties, or if legal action is necessary. ***Retention and Disposal Standards:*** To be established. ***PAC Number:*** 84-013 ***Related to PR Number:*** HRDC LAB 230 ***TBS Registration:*** 003326 ***Bank Number:*** HRDC PPU 024.

CANADA LABOUR CODE PART III – COMPLAINTS

Description: Information contained in this bank includes complaints dealing with hours of work, overtime pay, minimum wages, equal wages, annual vacations, general holidays, multi-employment, severance pay, group termination, garnishment, maternity leave and unjust dismissal. The files contain statements of complaints from employees and employers, records of employment, correspondence with and reports on employees, employers and witnesses dealing with the complaint. ***Class of Individuals:*** Employees under federal jurisdiction. ***Purpose:*** Record, enquire into and resolve various issues in connection with the application of the Canada Labour Code Part III (Labour Standards). ***Consistent Uses:*** To determine if a violation exists under the Canada Labour Code, if the violation can be resolved between the parties, or if legal action is necessary. ***Retention and Disposal Standards:*** Files are retained for two years after settlement of complaint. ***PAC Number:*** 69-135, Amendment 4. ***Related to PR Number:*** HRDC LAB 185 ***TBS Registration:*** 000445 ***Bank Number:*** HRDC PPU 006.

COMPENSATION CLAIM FILES

Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of monies paid. ***Class of Individuals:*** Seamen employed on vessels register in Canada. Suitable proof of identification will be required before access is permitted. ***Purpose:*** To record all claims for compensation under the Merchant Seamen Compensation Act. ***Consistent Uses:*** To establish validity of claims and to determine seamen's monetary entitlement. ***Retention and Disposal Standards:*** Five years after claim settled, then complete file microfilmed. Microfilm retained for 100 years. ***PAC Number:*** 69-089, Amendment 1. ***Related to PR Number:*** HRDC LAB 025 ***TBS Registration:*** 000450 ***Bank Number:*** HRDC PPU 032.

CONCILIATION COMMISSIONER/BOARD MEMBERS FILES

Description: Information contained in this file includes names, addresses of non-governmental persons who have either acted for Operations, FMCS in the role of conciliation commissioners and board chairpersons, or who possess the required experience and qualifications to undertake third party work. In some cases, the files contain curricula vitae relating to the person's involvement in industrial disputes at the provincial level, or in respect of the service. ***Class of Individuals:*** Canadian citizens. ***Purpose:*** To assist FMCS to select suitable persons to act as conciliation commissioners and board chairpersons in reaching settlements of collective bargaining disputes, subject to the jurisdiction of the Canada Labour Code, Part I. ***Consistent Uses:*** To maintain a list of qualified persons. ***Retention and Disposal Standards:*** Two years after a person advises the Director General, FMCS that they no longer wish to be considered for the position of Conciliation Commissioner or Conciliation Board Chairperson. ***PAC Number:*** 70-004, Amendment 1. ***Related to PR Number:*** HRDC LAB 040 ***TBS Registration:*** 000451 ***Bank Number:*** HRDC PPU 036.

INMATE INJURY COMPENSATION
Description: Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of sums of money paid. ***Class of Individuals:*** Inmates and former inmates of federal penitentiaries. Suitable proof of identification is required before access is permitted. ***Purpose:*** To record all claims for compensation under the Penitentiary Inmates Accident Compensation Regulations. ***Consistent Uses:*** To establish the validity of claims and to determine inmates' monetary entitlement. ***Retention and Disposal Standards:*** Five years after claim settled, complete file then microfilmed. Microfilm retained for 100 years. ***PAC Number:*** 84-013. ***Related to PR Number:*** HRDC LAB 235 ***TBS Registration:*** 000449 ***Bank Number:*** HRDC PPU 026.

INTERNATIONAL LABOUR ORGANIZATION FILES
Description: Information contained in this bank includes recommendations for payment, claims, invoices, contracts, transportation costs or tickets, hotel bills, hospitality claims and correspondence related to their costs, copies of cheque requisitions, proof of claims, journal vouchers with regard to salary changes, and standing advances. ***Class of Individuals:*** Canadian citizens residing in Canada. ***Purpose:*** To record all sums of money (accounts payable) to an individual attending an International Labour Organization conference. ***Retention and Disposal Standards:*** Six fiscal years. ***PAC Number:*** 78-001 ***TBS Registration:*** 000455 ***Bank Number:*** HRDC PPU 064.

Manuals

- Assets Management Policy Manual
- Benefit Policy Circulars
- Canada Assistance Plan Policy Manual
- Canada Pension Plan Appeals Manual
- Canada Pension Plan Benefit Administration Manual
- Canada Pension Plan Benefit Procedures Manual (Systems)
- Canada Pension Plan Claims and Benefits Procedures Manual
- Old Age Security Policy and Procedures Manual
- Canada Pension Plan Record of Earnings Procedures Manual
- Canada Pension Plan Records of Earning and Contributions
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems)
- Canada Pension Plan Trusteeship Manual
- Canada Student Loans Program: Guide for Lenders
- Canadian Classification and Dictionary of Occupations (CCDO)
- Canadian Jobs Strategy – MIS (EC)
- Central Index Manual
- Child Tax Benefit and Children's Special Allowances
- CJS Reporting Sub-System User's Guide
- Client Service Centre Manual
- Coding Manual of Collective Agreements
- Delegation of Authority
- Delegation of Personnel Signing Authority
- Digest of Benefit Entitlement Principles
- Directory of Offices
- Directory of Services and Courses
- EIC Office Design Guide
- EIC Readiness Plan
- Emergency Operations Centre/Standard Operational Manual
- Emergency Planning Guidelines
- Facilities Management Policy and Procedures Manual
- Family Allowance Policy Manual
- Family Allowances Operations Manual
- Family Allowances Procedures Manual (Systems)
- Finance and Administration Correspondence
- Financial Administration Manual (automated)
- Financial Coding Manual
- Financial Management Manual (DRM)
- Guidelines for Drafting and Processing Agreements
- Guidelines for the Preparation and Processing of Submission to the Canada Employment and Immigration Commission
- Guidelines for the Preparation of Ministerial Correspondence
- Guidelines on Assistance under CAP
- Guidelines on Cost-Sharing under CAP as Modified by Extended Health Care Services under EPF
- Guidelines Relating to Cost-Sharing under the Vocational Rehabilitation of Disabled Persons Act
- Handbook on SIN Registration
- Human Resources Manual
- Index of Umpire Decisions
- Infocentre Training Manuals Collection
- Informatics Policy
- Information Classification Departmental Guide
- Insurance Services Policy Manual
- Internal Audit Manual
- International Operations Client Service Centre Manual
- International Operations Procedures Manual
- International Operations Procedures Manual (Systems)
- Investigation and Control Manual
- Labour Affairs Officers Training Manual
- Mail Services Policy and Procedures Manual

- Mail Transport and Courier
- Manual Pay System
- Ministerial Correspondence Manual
- Moveable Assets Inventory System – Operations Manual
- Non-National Employment Services System Offices Manual
- Notes on Homes for Special Care under CAP
- Occupational Demand and Area Report
- Office Consolidation – Employment Insurance Act and Other Related Legislation
- Old Age Security Policy Manual
- Old Age Security Procedures Manuals (Systems)
- Old Age Security, Canada Pension Plan, Child Tax Benefit and Children's Special Allowances Bulletins
- On-line Manuals
- Operations Program Directives
- Performance Measures Reference Manual
- Personnel Bulletins
- Policy, Liaison and Development Manual
- Position Description System
- Premium Reduction Manual
- Privacy, Access to Information and Human Rights Manual
- Proof of Age Manual
- Reception and Enquiries Handbook
- Recorded Information Management Policy and Procedures Manual
- Records Classification Manual
- Reference Standards on OSH, Engineering and Hygiene
- Regional Computer Centre (RCC) Manual
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines
- Report on the Administration of the Labour Adjustment Benefits Act (Quarterly Report)
- Security Policy and Procedures Manual
- Signage Improvement
- Statistics for Claims Filed under the Labour Adjustment Benefits Act
- Status of Day Care in Canada
- Subject File Classification
- Technical and Design Guide (for boardroom 326)
- Telecommunications Management Policy and Procedures Manual
- Umpire's Decisions (Canadian Umpire Benefits – CUB)
- Widowed Spouse Allowance Operations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The information contained in the following listings is intended to help Canadians exercise their rights under the Privacy Act, the Access to Information Act and the Canadian Human Rights Act. It is a public document not an internal administrative document.

Most personal information collected by HRDC is kept locally whereas departmental information originating from HRDC is kept at National Headquarters. Requests for personal information should be directed to the office where you believe the file is held or to the Privacy and Security Directorate. Requests for access to information should be directed to National Headquarters.

Useful Addresses

The following are some useful addresses. For local office addresses, please refer to the blue pages of your telephone directory.

National Headquarters
Access to Information and Privacy Coordinator
140 Promenade du Portage
Place du Portage
Phase IV, 2nd Floor
Hull, Quebec
K1A 0J9

(819) 994-0416

Regional Offices

Newfoundland Regional Office
689 Topsail Road
P.O. Box 12051, Station A
St. John's, Newfoundland
A1B 3Z4

Quebec Regional Office
Complexe Guy Favreau
200 René-Lévesque Blvd. West
Tower West
Montreal, Quebec
H2Z 1X4

Prince Edward Island Regional Office
85 Fitzroy Street
P.O. Box 8000, Central Station
Charlottetown, Prince Edward Island
C1A 8K1

Ontario Regional Office
4900 Yonge Street, 2nd Floor
North York, Ontario
M2N 6A8

Nova Scotia Regional Office
Metropolitan Place
99 Wyse Road
P.O. Box 1350
Dartmouth, Nova Scotia
B2Y 4B9

Manitoba Regional Office
Post Office Building
266 Graham Avenue, 10th Floor
Room 750
Winnipeg, Manitoba
R3C 0K9

New Brunswick Regional Office
1081 Main Street
P.O. Box 6044
Moncton, New Brunswick
E1C 9G8

Saskatchewan Regional Office
209-2045 Broad Street
Regina, Saskatchewan
S4P 2N6

Alberta and Northwest Territories Regional Office
Canada Place
9700 Jasper Avenue, Suite 1240
Edmonton, Alberta
T5J 4C1

British Columbia and Yukon Territory Regional Office
Library Square, Suite 1400
300 West Georgia Street
Vancouver, B.C.
V6B 6G3

Use of Social Insurance Numbers (SIN)

The collection and use of Social Insurance Numbers (SIN) by HRDC is authorized by the following pieces of legislation:

Employment Insurance Act; Income Tax Act; Canada Pension Plan and Regulations;
Old Age Security Act and Regulations;
Canada Labour Code; Canada Student Loans Act and Regulations;
Family Allowances Act and Regulations;
Family Orders and Agreements Enforcement Assistance Act and Regulations;
Labour Adjustment Benefits Act;
Labour Adjustment Review Board;
National Dose Registry for Occupational Exposures to Radiation;
Immigration Adjustment Assistance Program.

Examples of Personal Information Exchanges

Provincial Governments
Revenue Canada, Statistics Canada and other federal government departments
Royal Canadian Mounted Police and Provincial Police Corps

Reading Room

HRDC's two main libraries have been designated as public reading rooms. They are located at the following addresses:

National Headquarters
Place du Portage
140 Promenade du Portage
Phase IV, 1st Floor
Hull, Quebec
K1A 0J9

National Headquarters
Place du Portage
165 Hotel de Ville
Phase II, 7th Floor
Hull, Quebec
KIA 0J2

Regional offices also have reading rooms. Please refer to the addresses above for their locations.

Immigration and Refugee Board
Chapter 64

General Information

Background
The Board is an independent, statutory tribunal created by Parliament under Part IV of the Immigration Act. The Chairperson of the Board reports to Parliament through the Minister of Citizenship and Immigration. The Board carries out three major functions: immigration inquiries and detention reviews; immigration appeals; and refugee determination. It is committed to providing both fair and efficient proceedings to all persons appearing before it.

Responsibilities
Decision making is carried out by three divisions whose functions are quite distinct: the Adjudication Division, the Immigration Appeal Division (Appeal Division) and the Convention Refugee Determination Division (Refugee Division).

Legislation
- Adjudication Division Rules, SOR/93-47
- Convention Refugee Determination Division Rules, SOR/93-45
- Immigration Act, R.S.C. 1985 (4th Sup.), c.28, as amended
- Immigration Appeal Division Rules, SOR/93-46, as amended
- Immigration Regulations, 1978, SOR/78-172, as amended

Organization

Adjudication Division
The Adjudication Division conducts immigration inquiries and detention reviews for people believed to be inadmissible to, or removable from, Canada.

Convention Refugee Determination Division
The Refugee Division deals exclusively with claims to Convention refugee status. It is an independent, quasi-judicial tribunal that hears refugee claims within Canada. The Division is responsible for determining claims fairly and expeditiously, so that Canada can offer protection to Convention refugees.

Corporate Services Branch
The Corporate Services Branch is responsible for the following Directorates: Corporate Management Directorate (which comprises Finance, Administration and Information Systems Division) and the Human Resources Directorate.

Immigration Appeal Division
The Appeal Division hears appeals by Canadian citizen or permanent resident sponsors against the refusal of an application for permanent residence made by a close family member as well as appeals from removal orders issued against permanent residents, visa holders, or Convention refugees. It also hears a small number of appeals made by the Minister of Citizenship and Immigration against an adjudicator's decision to grant admission to or not order removal.

Legal Services
The Legal Services Branch provides advice on matters of procedure, substantive issues of law, and the interpretation of legislative provisions. Legal Services provides advice to support policy, operational and personnel decisions. Legal Services manages all litigation on behalf of the Board. Legal Services files and serves Notices of Intention to participate in the argument of appeals and applications before the Federal Court, as amicus curiae in appropriate cases. Legal Services coordinates and is responsible for drafting the Chairperson's Guidelines, Commentaries and legal reference papers. Legal Services coordinates the Board's regulatory initiatives, including drafting the Rules of practice and procedure of the Board's three Divisions. Legal Services plays an active role in the training of Board Members and staff. Legal Services produces a publication, RefLex, which contains digests of decisions of the Board and maintains electronic reference material for Members and staff in Sharenet, and for the wider public on the Board's internet site.

Executive Secretariat Directorate
The Executive Secretariat is responsible for the following Directorates:

- **Access to Information and Privacy Directorate**

The Executive Secretariat also includes the responsibility for the administration of the Board's access to information and privacy requirements, in accordance with the principles of open government and the protection of the privacy of the individual.

- **Public and Parliamentary Affairs Directorate**

The Directorate provides advice, planning and support for all communications activities undertaken by the Board, including media relations, issue management, speeches,

publications, public environment analysis, and information for the public. The Directorate manages the coordination and writing services for senior management correspondence, briefing material and the production of corporate documents.

♦ Secretariat Services Directorate

The Directorate provides administrative support to the Ministerial Advisory Committee for the selection of Members of the Board. It also provides executive support services to the Office of the Chairperson of the Board.

♦ Translation and Editing Directorate

Manages the Board's translation and editing services for headquarters and the regions, including the establishment of quality standards and guidelines, translation in both official languages, multilingual translation services, and editing and quality control. The Directorate is also responsible for interpretation services at the IRB.

Corporate Services Branch

The Corporate Services Branch is responsible for the following Directorates, effective September 15, 1997:

♦ Finance and Administration Directorate

Directorates within Finance and Administration Division are responsible for the application of financial policies, systems and procedures in accordance with legislation, regulations and central agency directives. It is also responsible for a full range of services to all Board employees in the areas of general administration, accommodation, telecommunications, security (personal and physical), materiel management (contracting, forms management, inventory control, printing procurement, supplies and furnishings) and the Recorded Information Management Program of the Board .

♦ Human Resources Directorate

The Directorate provides direction, services and strategic advice related to the human resource aspects of the Board's programs, activities and initiatives. Human resource services are delivered to Public Service employees and Members across the Board, through three regional human resource offices. Services are provided in the areas of staffing, classification, organization design, training and development, strategic planning, employment equity, official languages, employee assistance, compensation, staff relations and work force adjustment.

♦ Information Systems Directorate

Directorates within Information Systems Division are responsible for the provision of information systems and technology in support of the Board's programs and services. They are also responsible for the development and implementation of national informatics policy, procedures, standards, security and training.

Policy, Planning and Research Branch

The Policy, Planning and Research Branch (PPR) is responsible for policy development coordination, the development of standards, and the provision of operational support, advice, and analysis to the Chairperson, Executive Director, the Convention Refugee Determination Division, the Immigration Appeal Division, the Adjudication Division, and Regional Operations. This is achieved through the development of policies, tribunal procedures, service standards, performance measures, and monitoring systems, as well as through the strategic planning of operational resource utilization, that supports fair, efficient, and well-reasoned decision making in a consistent fashion across the country.

The Board's operations is highly decentralized. Regional Directors and District Managers now report to the Executive Director.

Effective September 15, 1997, PPR is also responsible for the Research Program. The Research Program exists to meet the information requirements of those involved in Canada's refugee determination system. The Program produces and makes publicly available, current and reliable information related to human rights, refugee and migration issues by providing documentation that supports fair refugee determination. The Research Program also acts as an educational resource for organizations and individuals interested in these issues.

Since November 1995, the Research Program has also been mandated to process research directives of a claim or claimant-specific nature in accordance with the instructions for the Acquisition and Disclosure of Information for Proceedings in the Refugee Division.

Information Holdings

Program Records

Adjudication Operation – Adjudicator Schedules
Description: Link many variables including availability of facilities, counsel, interpreter, calendar errata and adjudicators assigned. ***Topics:*** Hearings scheduled. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 155

Adjudication Operation – Adjudicator Statistics
Description: Numbers of hearings scheduled and completed, decisions, participants and office statistics. ***Topics:*** Status, workload. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 160

Adjudication Operation – Adjudication Tracking System
Description: Information is tracked on the application of person concerned. Administrative data is also recorded

on each case. ***Topics:*** Person concerned information. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 165

Appeals Process
Description: Information on the conduct of hearings into appeals and related matters before the Appeal Division of the Board. ***Topics:*** Practices and procedures for Operational Staff; practices and procedures for interpreters; standard forms and orders. ***Access:*** Records arranged in alphabetical order. ***Program Record Number:*** IRB OPS 025

Communications Information
Description: Information given on the functions and responsibilities of the Board, refugee questions and migration matters. ***Topics:*** Press releases; videotapes; brochures; annual reports and speeches. ***Access:*** Records arranged in alphabetical order. ***Program Record Number:*** IRB COM 055

Convention Refugee Claims
Description: The record of personal,individual claims to Convention refugee status made before the Board's Convention Refugee Determination Division. ***Topics:*** Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions; system for scheduling and tracking cases and reporting statistics. ***Access:*** Records arranged by individual. ***Program Record Number:*** IRB OPS 015

Convention Refugee Determination Division Positive Decisions Infobase
Description: Indexed digests of selected reasons for positive decisions from the Refugee Division of the Board in application of its Policy on Reasons for Positive Decisions. ***Topics:*** Abstracts of Refugee Division decisions and reasons with keywords. ***Access:*** File number, keywords, etc. through Sharnet. ***Program Record Number:*** IRB CRD 150

Detention – Adjudication
Description: Information on guidelines and procedures with respect to provisions pertaining to detention. ***Topics:*** Correspondence and other documents relating to policies and procedures on the various statutory provisions pertaining to detention; the Chairperson's Guidelines on Detention; jurisdiction of an adjudicator to review detention; form and content of bonds, terms and conditions, retaking into custody and legislative requirements for periodic review of detention. ***Access:*** Records arranged by alpha-numeric order. ***Program Record Number:*** IRB ADJ 120

Immigration and Refugee Board Index
Description: Information on jurisprudence of the Board and higher court caselaw of relevance to the Board, for the use of Board Members and employees. The index was replaced by the Legal Services Reflex publication in 1991, referred to under program record number IRB LEG 145. ***Topics:*** Digests of significant decisions of Immigration Appeal Board, Immigration Appeal Division and Convention Refugee Determination Division of the IRB, and the Federal Court, and Supreme Court of Canada. It has not been updated since 1981. ***Program Record Number:*** IRB LEG 040

Immigration Appeal Board Case Files
Description: The record of individual appeals and applications for refugee status redetermination made before January 1, 1989, to the former Immigration Appeal Board. ***Topics:*** Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions. ***Access:*** Records arranged by individual. ***Program Record Number:*** IRB OPS 005

Inquiries – Adjudication
Description: Guidelines and procedures with respect to conducting Immigration inquiries, presentation of evidence and decisions under the Immigration Act and Regulations. ***Topics:*** Correspondence and other documents relating to policies and procedures with respect to conducting personal,individual Immigration inquiries, presentation of evidence and decisions under the Act and Regulations; correspondence and other documents relating to procedures concerning the adjournment and resumption of inquiries, the nature and form of evidence at inquiries, the appointment of representatives pursuant to Directorate 29(5) of the Immigration Act and their role at inquiries; correspondence and other documents relating to substantive and procedural issues concerning an adjudicator's jurisdiction; permanent resident issues and ordering the removal of persons found at inquiry to be in violation of the Immigration Act. ***Access:*** Records arranged by alpha-numeric order. ***Program Record Number:*** IRB ADJ 125

Interpreter Data
Description: Records of interpreters who may be contracted by the Board to assist in hearings before the Refugee Division, the Appeals Division and the Adjudication Division. ***Topics:*** Personal Information needed for the purposes of contracting interpreters. ***Access:*** Records arranged by name of individual interpreter. ***Program Record Number:*** IRB OPS 110

Legal Information
Description: Advice to the client IRB Branches and Divisions on the application of the Immigration Act, its subordinate legislation, and related legislation; interpretation of decisions of the Federal Court and Supreme Court, and of decisions on general administrative law and Charter law issues; advice on legal aspects of operations, policy and personnel matters; training materials for IRB Members and employees on substantive and procedural legal issues. ***Topics:*** Acts of Parliament; subordinate legislation; hearings, inquiries, detentions and other proceedings; federal tribunals;

administrative law; interpretation of decisions of the IRB and of the Federal and Supreme Courts. ***Program Record Number:*** IRB LEG 045

Legislation and Application – Adjudication
Description: Information on the Immigration Act and Regulations and related legislation, and on adjudication functions and activities. ***Topics:*** General correspondence and other documents relating to the Act and Regulations and related legislation, and to adjudication policy, functions and activities; correspondence and other documents relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the Immigration Act; correspondence and other documents relating to natural justice, bias, fairness, the role of the adjudicator; correspondence and other documents relating to appeals and appeals procedure to the Supreme Court of Canada, the Federal Court and the Immigration Appeal Division. ***Access:*** Records are arranged by alpha-numeric order. ***Program Record Number:*** IRB ADJ 130

RefLex (publication)
Description: Information on jurisprudence of the IRB. ***Topics:*** The Immigration and Refugee Board Index (also known as the Legal Services Precedent Book) referred to under Program Record Number IRB LEG 040 was replaced by the Legal Services RefLex publication in 1991. RefLex is a continuation and expansion of the Index. It contains digests of significant decisions of the IRB's three Divisions, and of the Federal Court and Supreme Court of Canada. ***Access:*** IRB website and public access computer in Documentation Centres by random access. ***Program Record Number:*** IRB LEG 145

Refugee Determination Process
Description: Information on the refugee determination process that is carried out before the Refugee Division of the Board. ***Topics:*** Practices and procedures for hearing room administration; practices and procedures for interpreters and Refugee Claims Officers; practices and procedures related to preparing cases for hearings; orders, decisions and reasons; detained persons; transcripts. ***Access:*** Records arranged by subject. ***Program Record Number:*** IRB OPS 020

Refugee Division Reasons for Decisions
Description: Selected reasons from the Refugee Division of the Board. ***Topics:*** Refugee Division decisions and reasons. ***Access:*** Records arranged in numeric order. ***Program Record Number:*** IRB DOC 060

Refugee Operations – Backlog Hearings
Description: Information is recorded on hearing schedules, claimants and assigned Member. ***Topics:*** Refugee Personal data, Country data and results. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 115

Refugee Operations – Member Tracking
Description: A calender of members' appointments and the progress of assigned reasons. ***Topics:*** Status of reasons. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 075

Refugee Operations – Schedules
Description: Links many variables including availability of facilities, counsel, interpreters, calendar errata and members assigned. ***Topics:*** Hearing Schedules and Status. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 070

Refugee Operations – Statistics
Description: Numbers of hearings scheduled and completed, duration, continuations, adjournments, decisions, and participants. ***Topics:*** Country, Status, Workload, Reasons. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 080

Refugee Operations – System to Track Appellants and Refugees
Description: Information is tracked on the applications of refugees and appellants. Administrative data is also recorded on each case. ***Topics:*** Refugee and appellant information. ***Access:*** Records arranged in alpha-numeric order. ***Program Record Number:*** IRB INF 065

Research – Claim Specific Information
Description: Specific information from Canadian and/or foreign sources related to an individual and/or to a specific claim, generally for use in one hearing. This information is not placed in the public domain. ***Topics:*** Ministers' information, status of individuals in third countries, verification of membership in political and religious organizations; other. ***Access:*** Files arranged in numerical order. ***Program Record Number:*** IRB DOC 135

Research – General Country of Origin Information
Description: Canadian-compiled information on the human rights conditions in the country of origin of refugee claimants. ***Topics:*** Country profiles, Question and Answer series; issue papers, responses to requests for information. ***Access:*** Records arranged in alphabetical and numeric order; from 1995 onwards, reports available on IRB website. ***Program Record Number:*** IRB DOC 050

Research – Refugee Bibliographic Records
Description: A computerized record of documents held in Resource Centre and Regional Documentation Centres with refugee research value. ***Topics:*** Author, Date, Abstracts, Location, Publisher, Dates, Edition. ***Access:*** Records arranged by alphabetic and numeric order. ***Program Record Number:*** IRB INF 090

Specific Information Research Unit Tracking System
Description: Claimant-specific files in an automated form from the Specific Information Research Unit of the Policy, Planning and Research Branch. ***Topics:*** Research directives seeking claimant-specific information for use in the hearing. ***Access:*** Records arranged in numeric order. ***Program Record Number:*** IRB DOC 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Personal Information Banks

Adjudication Case Files
Description: The files contain documents presented at an immigration inquiry, conference or detention review; or filed in making an application or motion, so that both the person concerned and representative of the Immigration Department have knowledge of the information. ***Class of Individuals:*** This personal information, recorded by name and file number, relates to the individual's file when an adjudicator is called upon to conduct either an inquiry or a detention review. ***Purpose:*** The purpose of this bank is to record information used in the conduct of immigration inquiries and detention reviews pursuant to the Immigration Act, the Regulations and the Adjudication Division Rules. The material on file, which is adduced at the proceeding, is used by the adjudicator in making the decision on the allegations that were raised at the proceeding. ***Consistent Uses:*** It may be shared for internal audit purposes. This information may be shared with Citizenship and Immigration Canada. ***Retention and Disposal Standards:*** The retention period for case files is two years after the conclusion of the proceeding. ***Related to PR#:*** IRB ADJ 120/125/130/155/160/165 ***TBS Registration:*** 003312 ***Bank Number:*** IRB PPU 140

Convention Refugee Determination Division Records
Description: The records contain all the documentation related to the processing of any action before the Refugee Division of the Board, including all of the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Division, reasons for decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. ***Class of Individuals:*** Persons whose claim to Convention refugee status has been referred to the Refugee Division. ***Purpose:*** This bank contains, in hardcopy and by audio tape recordings, the documentation and proceedings before the Refugee Division of the Board. ***Consistent Uses:*** Information is used to schedule and track cases before the Refugee Division, and to report statistics on cases being processed by the Refugee Division. Selected information is shared with Citizenship and Immigration Canada, Canadian Security Intelligence Service, the Royal Canadian Mounted Police, provincial and municipal police forces and Corrections Canada. A Board policy on the acquisition of claimant specific information has been implemented. Personal information is used not only to determine the refugee claim of the person concerned, but may be used, when reasonable, to determine the refugee claim(s) of any other person(s) concerned. ***Retention and Disposal Standards:*** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. ***Related to PR#:*** IRB OPS 015/065/070/080/140 ***TBS Registration:*** 003971 ***Bank Number:*** IRB PPU 115

CRDD Reasons for Decisions
Description: The records contain selected reasons for decisions from the Refugee Division of the Board. ***Class of Individuals:*** Persons whose claim to Convention refugee status has been referred to the Refugee Division. ***Purpose:*** To provide precedent cases from the Refugee Division of the Board. ***Consistent Uses:*** Tracking precedent cases from the Refugee Division available through the Board's Regional Documentation Centres. Selected sanitized decisions are available through

QuickLaw (Q.L.) ***Retention and Disposal Standards:*** The reasons for decisions are maintained at the Board for three years after the decision date, then referred to the National Archives of Canada to be retained for a further twenty years. ***Related to PR#:*** IRB DOC 060 ***TBS Registration:*** 002786 ***Bank Number:*** IRB PPU 120

Immigration Appeal Board Records
Description: The records contain all the documentation related to the processing of any action before the former Immigration Appeal Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. ***Class of Individuals:*** Permanent residents of Canada, Convention Refugees or persons lawfully in possession of a valid returning resident permit, who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused; persons who filed applications for redetermination to the former Immigration Appeal Board. ***Purpose:*** This bank records, in hardcopy and by audio tape recordings, the proceedings before the former Immigration Appeal Board of Canada. ***Consistent Uses:*** Information from Citizenship and Immigration Canada (C&I) is used in the Immigration Appeal Board proceedings. ***Retention and Disposal Standards:*** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. ***Related to PR#:*** IRB OPS 005 ***TBS Registration:*** 002340 ***Bank Number:*** IRB PPU 105

Immigration Appeal Division Records
Description: The records contain all the documentation related to the processing of any action before the Immigration Appeal Division of the Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Division, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. ***Class of Individuals:*** Permanent residents of Canada, Convention refugees or persons lawfully in possession of a valid returning resident permit who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused. ***Purpose:*** This bank records, in hardcopy and by audio tape recordings, the proceedings before the Immigration Appeal Division of the Board. ***Consistent Uses:*** Information is used to schedule and track cases before the Appeal Division and to report statistics on cases being processed by the Appeal Division. Information is shared with Citizenship and Immigration Canada and with provincial and municipal police forces. Information from Citizenship and Immigration Canada is used in the Immigration Appeal Division proceedings. ***Retention and Disposal Standards:*** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. ***Related to PR#:*** IRB OPS 025 ***TBS Registration:*** 002341 ***Bank Number:*** IRB PPU 110

Interpreter Data
Description: The records contain all the documentation related to interpreters who may be contracted by the Board to assist in hearings before the Refugee Division, the Appeal Division and the Adjudication Division. The records include personal employment background information and may include the results of the Board's language test for interpreters. ***Class of Individuals:*** Persons who may be contracted to provide interpreter services to the Board. ***Purpose:*** This bank records personal information needed for the purposes of contracting interpreters. ***Consistent Uses:*** Information is used to maintain records of interpreters who may be contracted to provide interpreter services to the Board. ***Retention and Disposal Standards:*** Interpreter files are maintained in the regional offices where interpreters have submitted documentation for a minimum of two years after the last administrative action. ***Related to PR#:*** IRB OPS 110 ***TBS Registration:*** 002952 ***Bank Number:*** IRB PPU 125

Research Directives – Claim and Claimant-Specific Information
Description: Claimant-related information, for example, names, dates and places of birth; nationality; political and religious affiliation; validity of travel documents bearing claimants' names, from Canadian and foreign sources. ***Class of Individuals:*** Persons who claim to be Convention Refugees and who have been referred to the Refugee Division. ***Purpose:*** To confirm claimants' religious and/or political status, nationality, residency in third countries for use in Convention Refugee Determination Division hearings. ***Consistent Uses:*** Disclosure of personal information to Citizenship and Immigration (MOU), R.C.M.P., foreign government and agencies and UNHCR, to identify the subject of the Member's research directive in order to facilitate the required research (Immigration Act). ***Retention and Disposal Standards:*** The retention period for files is a minimum of two years after the conclusion of the hearings. (Subject to National Archives approval). ***Related to PR#:*** IRB DOC 135 ***TBS Registration:*** 003925 ***Bank Number:*** IRB PPU 145

Résumés and Applications (Member Appointments)
Description: Résumés and applications. ***Class of Individuals:*** Non-public servants, public servants, Members. ***Purpose:*** The purpose of this data bank is to identify potential Members for the Board. ***Retention and Disposal Standards:*** Résumés are retained in an inventory for 2 years. ***Related to PR#:*** IRB ADM 920 ***TBS Registration:*** 003161 ***Bank Number:*** IRB PPU 135

Unsolicited Résumés and Applications (Regular Positions)
Description: Unsolicited résumés and applications including letters of reference and second language exams. ***Class of Individuals:*** Non-public servants and public servants. ***Purpose:*** The purpose of this data bank is to identify potential employees for the Board. ***Retention and Disposal Standards:*** Unsolicited résumés are retained in an inventory for 6 months. They are then purged by Records and destroyed in classified waste. If they have been considered in any staffing action the resumé or application must be retained for two years. ***Related to PR#:*** IRB ADM 920 ***TBS Registration:*** 003179 ***Bank Number:*** IRB PPU 130

Manuals

- "ATS" (Adjudication Tracking System) User Manual
- "STAR" (System for Tracking Appeals and Refugees) User Manual
- Adjudication Procedures Manual
- Backlog Subdivision Procedures
- Briefing Book for Members
- CRDD Member's Handbook
- Finance and Administration Manual
- Information Management Plan
- Instructions for the Acquisition and Disclosure of Information for Proceedings in the Refugee Division.
- Instructions Governing Extra-Hearing Communication Between Members of the Refugee Division and Refugee Claim Officers and Between Members of the Refugee Division and other Employees of the Board.
- IRB Procedures: Case Processing Manuals
- Operational Policies
- Oral Reasons Reference Manual
- Personnel Manual
- Procedures Manual for Refugee Hearing Officers
- Quick Reference Book for RHOs
- RHO Training Manual
- STAR Report Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Immigration and Refugee Board, its programs and functions, may be directed to:

Access to Information and Privacy Coordinator
Immigration and Refugee Board
344 Slater Street – 14th floor
Ottawa, Ontario
K1A 0K1

(613) 995-3514

Reading Room

The Board's Documentation Centres have been designated under the Access to Information Act as public reading rooms.Their addresses are:

Alberta

9th Floor, Fording Place
205-9th Avenue S.E.
Calgary, Alberta
T2G 0R3

British Columbia

Library Square
300 Georgia Street West – Suite 1600
Vancouver, British Columbia
V6B 6C9

Halifax

5657 Spring Garden Road
Compartment 118
Halifax, Nova Scotia
B3J 3R4

Headquarters

344 Slater Street - 11th floor
Ottawa, Ontario
K1A 0K1

Ontario

74 Victoria Street - Suite 400
Toronto, Ontario
M5C 3C7

Quebec

1st Floor, East Tower
Guy Favreau Complex
200 René Lévesque Blvd. West
Montreal, Quebec
H2Z 1X4

Indian and Northern Affairs Canada

Chapter 65

General Information

Background

The Department was established under section 15 of the Government Organization Act, 1966, now the Department of Indian Affairs and Northern Development Act (RSC 1985 c. I-6, as amended). The Department is an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources, and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

Responsibilities

The federal government's legislative responsibilities for Indians and Inuit derive from section 91 (24) of the Constitution Act (1867) formerly called the B.N.A. Act which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the Indian Act, which remains the major expression of federal jurisdiction in this area, was passed and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian peoples under the Constitution Act was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

Within this legislative framework, the department has a number of interlocking responsibilities and objectives. The department's principal emphasis is on pursuing initiatives to assist Aboriginal communities to overcome obstacles to their development and to help them marshall the human and physical resources necessary to build and sustain viable communities. Particular focus will be on: negotiating Aboriginal self-government; settling land claims; supporting the development of communities to improve on-reserve economic opportunities and living conditions; achieving the transfer of provincial-type responsibilities to the territorial governments; and promoting northern environmental awareness and sustainable development. Increasingly, the department is devolving its powers and responsibilities to the Aboriginal peoples and territorial governments directly concerned.

Legislation

- Alberta Natural Resources Act
- Arctic Waters Pollution Prevention Act
- British Columbia Indian Cut-Off Lands Settlement Act
- British Columbia Indian Reserves Mineral Resources Act
- British Columbia Treaty Commission Act
- Canada Lands Surveys Act, (Part III)
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canada-Yukon Oil and Gas Accord Implementation Act
- Canadian Polar Commission Act
- Caughnawaga Indian Reserve Act
- Condominium Ordinance Validation Act
- Cree-Naskapi (of Quebec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act
- Federal Real Property Act
- First Nations Land Management Act
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Grassy Narrows and Islington Indian Band Mercury Pollution Claims Settlement Act
- Gwich'in Land Claim Settlement Act
- Indian (Soldier Settlement) Act
- Indian Act
- Indian Lands Agreement (1986) Act
- Indian Lands, (Settlement of Differences) Act
- Indian Oil and Gas Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Mackenzie Valley Resource Management Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Provisions Act
- Natural Resources Transfer (School Lands) Amendment Act
- Nelson House First Nation Flooded Land Act
- New Brunswick Indian Reserves Agreement Act
- Northern Canada Power Commission (Share Issuance and Sale Authorization) Act
- Northern Canada Power Commission (Yukon Assets Disposal) Authorization Act
- Northwest Territories Act
- Northwest Territories Waters Act
- Nova Scotia Indian Reserves Agreement Act
- Nunavut Act
- Nunavut Land Claims Agreement Act
- Pictou Landing Indian Band Agreement Act
- Railway Belt Act

- Railway Belt and Peace River Block Act
- Railway Belt Water Act
- Repeal of Land Titles Act
- Sahtu Dene and Metis Land Claim Settlement Act
- Saskatchewan Natural Resources Act
- Saskatchewan Treaty Land Entitlement Act
- Sechelt Indian Band Self-Government Act
- Songhees Indian Reserve Act
- Split Lake Cree First Nation Flooded Land Act
- St. Peters Indian Reserve Act
- St. Regis Indian Reservation Act
- Territorial Lands Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- York Factory First Nation Flooded Land Act
- Yukon Act
- Yukon First Nations Land Claims Settlement Act
- Yukon First Nations Self-Government Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act
- Yukon Surface Rights Board Act
- Yukon Waters Act

Organization

Administration Program

♦ Corporate Services

Responsible for integrated management processes of the Department covering financial administration and management; framework for funding arrangements with First Nations; contracts and administration; informatics and information management; the internal audit and evaluation of departmental programs; and the human resources function.

♦ Departmental Secretariat

Serves as a central link on such items as ministerial and executive correspondence, certain briefings, parliamentary relations and requests made under the Access to Information Act and the Privacy Act.

Indian and Inuit Affairs Program

♦ Claims and Indian Government Sector

Responsible for managing the negotiation and settlement of comprehensive, specific and special claims with respect to Aboriginal rights; lawful obligations of other types, or on other grounds; managing and conducting self-government negotiations in accordance with approved mandates, and providing support to negotiations being conducted by Regions; has federal lead for developing the self-government policy framework to guide negotiations, managing the federal approval process for mandates and agreements; coordinating reporting on Gathering Strength theme of strengthening Aboriginal governance; and taking the lead in putting in place the Gathering Strength theme of a new fiscal relationship, including the development and implementation of appropriate fiscal relations policies and practices that complement policies on governance (under both the Indian Act and self-government regimes). It is involved in negotiations, research, policy development, funding support, and planning for and coordinating the implementation of any settlement or self-government agreement reached.

♦ Lands and Trust Services

Works to fulfil the fiduciary and statutory obligations of the Government of Canada in matters respecting Indians and the lands reserved for Indians in relation to lands, oil and gas, natural resources, revenues and trusts. It exists to protect and administer reserve lands and their resources; to administer the trust funds of bands and the estates of certain individual Indians; to administer the estates of deceased Indians who ordinarily live on reserve; to register entitlement to Indian status and band membership; and to administer the elections of band councils, the passage of bylaws, and the Crown's treaty obligations. It also exists to assist First Nations in addressing environmental concerns affecting the health and safety, economic and social well-being of Indian people.

♦ Policy and Strategic Direction Sector

Responsible for developing the Government's national policy towards First Nations and Inuit peoples. More specifically, the Sector is responsible for monitoring the strategic implementation of Gathering Strength-Canada's Aboriginal Action Plan, the Federal government response to the report of the Royal Commission on Aboriginal Peoples. It is also responsible for integrating the Department's long term strategy for creating a new relationship with First Nations and Inuit peoples; for managing the related policy analysis and development, basic research, consultation and legislative initiatives; for managing the government's commitment to consult with Treaty First Nations on a process for the resolution of treaty issues; for the development and implementation of a departmental policy on gender equality analysis and to provide a departmental focal point for Aboriginal women's issues; it will also manage departmental-level relations with First Nations, other federal departments interest, the provinces, foreign governments and international organizations. In addition, it is also responsible for overall communications informing DIAND's client groups about the policies and activities of the department; to inform all Canadians about Aboriginal peoples and the North; to provide the government and the department with feedback on the interests and concerns of Canadians with respect to DIAND's responsibilities, and provide functional direction to communications officers in all regions. Responsible for the strategic management of

Aboriginal litigation where DIAND is the lead department, and the test case funding program.

♦ Socio-Economic Policy and Programming and Program Re-Design

Responsible for providing support to the overall objectives of Gathering Strength and focusses primarily on Supporting Strong Communities, People and Economies. It is responsible for developing policy and program frameworks to assist First Nations in meeting the social, educational, economic development, housing, infrastructure and cultural needs of their communities. Responsible for economic initiatives including the Procurement Strategy for Aboriginal Business, and economic partnership initiatives with the private sector, the provinces, Aboriginal economic organizations and other governments.

Northern Affairs Program

The Program is responsible for managing land, water and non-renewable resources in the Yukon Territory, the Northwest Territory and Nunavut (established April 1, 1999), as well as forestry in the Yukon; assisting northerners with political, economic and social development; participating in the negotiation of land claims settlements and the transfer of resource management responsibilities to the territorial governments; coordinating the federal government's activities in the North; providing support for federal policy and activities in circumpolar affairs; ensuring that the quality for the Arctic environment is maintained; fostering knowledge of the North through scientific investigation and technological development.

Regional Organizations

The regional offices are responsible for implementing departmental programs and policies. They are directly involved in funding First Nations and First Nations institutions, and negotiating and implementing Sectoral self-government agreements and other intergovernmental arrangements. They also manage the delivery of residual education, social development and economic development services which have not yet been taken over by the First Nations. Regional staff work closely with the local client groups, their representatives, and representatives of provincial/territorial governments.

In addition the Yukon and Northwest Territories regional officials are responsible for the management of minerals, water, the majority of lands and forests. Responsibilities for environmental assessment of proposals for the use of these resources, and for implementation of the Arctic Environmental Strategy, are carried out in conjunction with these resource management functions. Provide support to the negotiation and implementation of comprehensive land claim agreements.

Information Holdings

Program Records

Administration Program

Access to Information and Privacy
Description: Information relating to the operation of the Access to Information and Privacy Office. ***Topics:*** Access to Information and Privacy – general; Info Source and Bulletins; acts and legislation; committees; federal information collection, directives and procedures, Personal information Index and Bulletins; requests – formal requests, informal requests, consultations from other government departments; reports. ***Program Record Number:*** INA DSS 369

Audit and Evaluation
Description: Audit – Systematic and independent examination of the efficiency and degree of compliance of some or all the components of a program's management framework relative to established policies, plans, procedures and applicable laws and regulations; Evaluation – Systematic and independent review and assessment of a policy and its underlying programming to determine, in light of current circumstances the relevance and adequacy of its objectives, design and delivery structure; Review – Special ad hoc studies or analyses of programs, policies, operations, systems and practices which take a strategic overview of cross-cutting issues. ***Topics:*** Audit – internal audit reports of departmental activities; Evaluation – evaluation reports of existing or proposed programs; Review – review reports of a broad issue or subject area. ***Program Record Number:*** INA CSS 400

Band Management and Funds
Description: Band local services; legal opinions; Orders-in-Council; Cabinet documents, Treasury Board submissions; association support and community-based planning. ***Topics:*** Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines. ***Program Record Number:*** INA CSS 403

Capital Assets Inventory System/Asset Condition Reporting System
Description: Base level information on capital assets, community services and facilities in First Nations communities. ***Topics:*** Information on the location, type, quality, year of construction, and condition of capital assets on reserve. ***Program Record Number:*** INA CSS 900

Cultural Contributions
Description: Contributions to Inuit organizations and individuals for the advancement of the Inuit culture. ***Topics:*** Exhibit opening and catalogues; arts and crafts;

study tours and workshops; arts; music; theater; dance; films; literature; languages; newspapers; anthropological, sociological studies and tours. ***Program Record Number:*** INA CSS 044

Housing and Infrastructure Assets
Description: Records relating to the adequacy of basic community services and housing in First Nations communities. ***Topics:*** Housing counts and conditions; water delivery and sewage disposal services; and information on community services; and information on community services such as fire protection, solid waste disposal, road access and electrification. ***Program Record Number:*** INA CSS 920

Information Management
Description: Includes files and reports produced during projects to assess, develop or integrate management practices, processes and systems. ***Topics:*** Management practices; management processes; management systems. ***Program Record Number:*** INA CSS 376

Labour Force
Description: Records are kept on federal employment, training, literacy and adult basic education programs. ***Topics:*** Employment-related training and mobility; labour force development. ***Program Record Number:*** INA CSS 071

Management Development Training
Description: Provides support for management training and development of First Nations based on community identified concerns and needs. Provides resources to First Nations for the professional development and training of band administrators, managers and their staff. Provides funds for the development of their public service organizations to ensure suitable management development programs and courses are available. ***Topics:*** Management support and advice, systems development, organizational development, and management training. ***Program Record Number:*** INA CSS 399

National Child Benefit (NCB) Reinvestment Program
Description: Information related to the range of programs and services that have been developed by First Nations communities for low income families and children. ***Topics:*** number of families and children who benefitted from NCB reinvestment programs, types of reinvestment programs, program funding. ***Program Record Number:*** INA CSS 940

Non-Registered On-Reserve Population
Description: Statistical information concerning the population residing on Indian reserves, designated lands and surrendered lands. ***Topics:*** Profiles of First Nation's communities. ***Program Record Number:*** INA CSS 204

Services Contracts
Description: Information is included on service contracts and the selection of consultants. ***Topics:*** Includes all aspects of service contracts; including temporary help services; requests for proposals; contract awards and amendments. ***Program Record Number:*** INA CSS 366

Records Management
Description: Information relating to the management of corporate records. ***Topics:*** File classification system, essential records, records information management system, retention and disposition, management of government information holdings. ***Program Record Number:*** INA CSS 700

Socio-economic and Financial Data
Description: Collection, compilation and statistical interpretation of socio-economic and public finance data for the Northwest Territories and Yukon. ***Topics:*** Data are published twice yearly in Northern Indicators, annually in The Annual Northern Expenditures Plan and every five years, following the Census in Northern Census Highlights. ***Program Record Number:*** INA CSS 271

Socio-demographic Statistics and Research
Description: Information on the demographic and social conditions of registered Indians, Inuit and Northerners. ***Topics:*** Population projections; social conditions; economic conditions; enrollment projections; community profiles. ***Program Record Number:*** INA CSS 372

Socio-economic and Financial Data
Description: Collection, compilation and statistical interpretation of socio-economic and public finance data for the Northwest Territories and Yukon. ***Topics:*** Data are published twice yearly in Northern Indicators, annually in The Annual Northern Expenditures Plan and every five years, following the Census in Northern Census Highlights. ***Program Record Number:*** INA CSS 271

Transfer Payments
Description: Authorities, policies, generic funding arrangements, reporting guides and technology used to flow approved funds for the benefits of Indian/Inuit/Innu communities and to secure accountability. ***Topics:*** Funding Arrangements and Recipient Audits. ***Program Record Number:*** INA CSS 398

Indian and Inuit Affairs Program

Business Development
Description: Records are kept on the financial support provided to Indians and Inuit through business programs for the development and expansion of businesses. ***Topics:*** Indian Economic Development Fund direct and guaranteed loans; Opportunity fund; Resources Acquisition Initiative. ***Program Record Number:*** INA SEP 066

Claims and Indian Government Implementation
Description: Records are kept relating to the development and negotiation of implementation plans and the monitoring of implementation activities for comprehensive land claim agreements and self-government agreements. ***Topics:*** Implementation plans; negotiations; funding arrangements; implementation issues; implementation-related legislation; policy positions and advice; boards and committees; federal obligations tracking; annual reports on implementation; financial tracking; research projects, studies and contracts; planning process; monitoring process; correspondence; briefings. ***Program Record Number:*** INA CIG 226

Communications
Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, polling, strategy development and programming. ***Topics:*** Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; videos, exhibits, government/departmental communications guidelines, services, requirements; special communications events; media evaluations; polls; public, media and government requests for information; communications planning for Cabinet; information on departmental mandates, objectives, programs and activities. ***Program Record Number:*** INA PSD 381

Community Economic Development
Description: Records are kept on the expenditure of funds and results achieved with respect to the delivery of economic development programs and services by First Nations, Inuit, and Innu organizations. ***Topics:*** Opportunity Fund, Resource Acquisition Initiative, Federal Provincial Territorial Partnership Initiatives, CESO Aboriginal Services, Council for Advancement of Native Development Officers. ***Program Record Number:*** INA SEP 081

Comprehensive Claims
Description: Records relating to undertaking and supporting research and public education related to the claims settlement process, and comprehensive claims negotiations. ***Topics:*** Research projects; studies; research and advice on particular claims situations; claims issues and negotiations; policy positions; the claim process; the eligibility of groups submitting claims; obligations; claim benefits; precedents; the hiring of consultants to conduct various services related to native comprehensive claims. ***Program Record Number:*** INA CIG 016

Economic Policy and Analysis
Description: Records are kept on surveys, studies, statistical data, research and strategies designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting Indian and Inuit communities. ***Note:*** This program has been completed as of March 31, 1997 under the Economic Development Agreement. The financial records will be available for the next six years. ***Program Record Number:*** INA SEP 086

Education
Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of curriculum. ***Program Record Number:*** INA SEP 041

Environmental Impacts
Description: Records are kept relating to the Environmental Issues Inventory and Remediation Plan on reserve lands, the Indian Environmental Assistance Fund and the Community Preventative Training. ***Topics:*** Identification, assessment and remediation of environmental issues and associated costs through contributions, contribution funds toward First Nation's representation and intervention in environmental panel hearings, and funding for the provision of training programs on environmental issues. ***Program Record Number:*** INA LTS 131

Environmental Management System
Description: Information is included on the overall system for the management of environmental issues such as procedures, practices, responsibilities, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy related departmental operations. ***Topics:*** Includes procurement, fleet management, waste management, land use and facilities management, energy efficiency and water conservation. ***Program Record Number:*** INA LTS 601

Family Violence Initiative
Description: Provides funding to bands for Family Violence Prevention Projects and Shelters for battered women. ***Topics:*** Information pertaining to funding of Family Violence Prevention Projects and Shelters. ***Program Record Number:*** INA SEP 402

First Nations and Inuit Youth Employment Strategy
Description: Subjects relating to the implementation of the Strategy. They include guidelines, annual reports on the strategy, promotional material, conference reports and resource materials. ***Program Record Number:*** INA SEP 005

Fiscal Policy
Description: Records relating to fiscal transfer programs in Canada and some other countries; policy developments on the development of new fiscal relationships involving Canada, Aboriginal groups, provinces and territories; and, the status of discussions and/or negotiations or processes related to developing new fiscal relations in the context of both the current

legislative framework and future self-government arrangements. ***Topics:*** Federal and DIAND policies and programs; fiscal relations policies and issues; fiscal relations negotiation tables; taxation issues, administrative, financial and personnel matters; workshops, meetings, conferences; studies (public sources, para-public institutions, academic sources). ***Program Record Number:*** INA CIG 001

Housing
Description: Housing assistance for First Nations. ***Topics:*** House maintenance and insurance, renovations, construction, training and integration with related programs such as economic development and community infrastructure. ***Program Record Number:*** INA SEP 404

Indian Government Support
Description: To provide assistance to First Nations and their government institutions toward the overhead costs of managing their communities. ***Topics:*** Information pertaining to Band Support Funding (BSF), Tribal Council Funding (TCF) in accordance to the application for Grant form and Band Employee Benefits (BEB), First Nation/Tribal Council Affiliation. ***Program Record Number:*** INA SEP 401

Intergovernmental Relations
Description: Records relating to federal-provincial-territorial-Aboriginal relations at a national and strategic level and to departmental relations with national Aboriginal organizations. ***Topics:*** Aboriginal participation in multilateral meeting; federal-provincial-territorial-Aboriginal meetings of Ministers responsible for Aboriginal Affairs and national Aboriginal leaders, departmental implementation of national federal-provincial-territorial policies, national Aboriginal associations, partnership frameworks with national Aboriginal organizations; committees, meetings, policy advice, correspondence, briefing notes. ***Program Record Number:*** INA PSD 500

Indian Act Alternatives
Description: Records relating to the financial and technical support provided to various Chiefs' Working Groups in their pursuit of alternative legislation to the Indian Act. ***Topics:*** Land management, forestry and governance. ***Program Record Number:*** INA PSD 394

Indian Lands Registry
Description: Contains information and documentation pertaining to the management, surveys and the establishment of Indian Reserves across Canada. ***Topics:*** Agreements, individual land holdings, leases, permits, right-of-ways, surveys and other interests granted in Indian reserve, designated or surrendered lands. ***Program Record Number:*** INA LTS 111

Indian Registration and Band Membership
Description: Records relating to the determination of entitlement to registration and band membership, transfer of control of band membership to Indian bands, the amalgamation of two or more Indian bands to form a single band, the division of existing bands into two or more bands, and the constitution of new bands from registered Indians and/or members of existing bands. ***Topics:*** Subjects include determination of the entitlement to claim Indian status, Indian enfranchisement, protests, marriage to non-Indians, transfer between bands, legitimization of births and divorces. ***Note:*** The name of the band concerned should be included with each request. ***Program Record Number:*** INA LTS 121

International
Description: Records relating to Aboriginal issues in international fora, primarily developments on human rights, environment, trade issues, United Nations organizations, and the International Year and the International Decade of the World's Indigenous People. ***Topics:*** Multilateral and international organizations, human rights conventions, international conferences, developments in other countries, traditional knowledge, sustainable development, visits to and from Canada, international communications, and the International Year and the International Decade of the World's Indigenous People. ***Program Record Number:*** INA PSD 395

James Bay and Northern Quebec Agreement (JBNQA) and the Northeastern Quebec Agreement (NEQA), Implementation Agreements
Description: Information concerning the James Bay and Northern Quebec Agreement, the Northeastern Quebec Agreement, the implementation agreements concerning the Inuit and Naskapis, the creation of autonomous governments and the administration of lands. ***Topics:*** land regime, local government, health and social services, education, administration of justice, police, environment, hunting, fishing and trapping, compensation, legal entities, economic and social development and Income Security Program. ***Program Record Number:*** INA CIG 011

Legislation, Policy and Program Development Information
Description: Resource data and relevant federal, provincial and private sector program and policy information which might affect or influence the administration and management of natural resources on Indian lands. ***Program Record Number:*** INA LTS 106

Litigation Management Activitiés Branch
Description: Information on specific issues related to litigation involving the department. ***Topics:*** Documents related to litigation; research reports; policy positions, litigation process; test case funding; case summaries; court rulings. ***Program Record Number:*** INA PSD 393

Manitoba Northern Flood Agreement
Description: Advice and assistance to Manitoba First Nations on the Northern Flood Agreement and related developments of the Churchill Nelson Rivers Diversion Project. ***Topics:*** Flood and water control; resource development impacts, negotiations. ***Program Record Number:*** INA LTS 136

Natural Resources
Description: The cutting, removal and disposition of timber, and the mining, removal and disposition of minerals. ***Topics:*** Natural resources policies and procedures. ***Program Record Number:*** INA LTS 116

Oil and Gas
Description: Oil and gas resources on Indian reserve lands. ***Topics:*** All matters relating to the inventory, control, development and management of oil and gas. ***Program Record Number:*** INA LTS 096

Policy Coordination and Band Government
Description: Coordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of the Indian Act. ***Topics:*** Local Indian government policy coordination (e.g., district councils); Indian Act revision; Indian band government legislation; implementation of claims settlement coordination (e.g., James Bay). ***Program Record Number:*** INA LTS 126

Procurement Strategy for Aboriginal Business
Description: Records relating to the implementation of the Procurement Strategy for Aboriginal Business (PSAB), which aims to increase the number of Aboriginal suppliers bidding for, and winning, federal government contracts. ***Topics:*** Communications, advocacy, supplier development, and sector studies. ***Program Record Number:*** INA SEP 132

Registration of Petroleum Storage Tanks
Description: Information is included on aboveground and underground storage tank systems registered with DIAND in accordance with Schedule I of the Registration of Storage Tank Systems for Petroleum Products on Federal Lands. ***Program Record Number:*** INA LTS 602

Research and Assessment
Description: Process for the analysis, negotiation and settlement of grievances that do not meet the criteria of the comprehensive or specific claims programs. Assessment of Comprehensive claims submissions; provision of funding to Native claimants for researching and negotiating claims. ***Topics:*** Information on the analysis and negotiation of special claims; research projects; studies; research services and information on claims or special historical situations; financial arrangements to enable Indian participation in the claims settlement process; the hiring of consultants to conduct various services related to native claims. ***Program Record Number:*** INA CIG 392

Resource Development
Description: Renewable and non-renewable resource development activities on and off reserve. ***Topics:*** Mineral inventories, contribution funding for resource development initiatives, resource development policies and procedures. ***Program Record Number:*** INA LTS 076

Self-Government Policy
Description: Records relating to the inherent right of Aboriginal self-government, status of negotiations with respect to such issues as lands and resources, legal status and capacity, structures and procedures of government, membership, financial arrangements, application of the Indian Act, infrastructure, education, social and welfare services, justice, taxation, health, wildlife management, agriculture, environment, succession, culture and traffic and transportation; implementation plans, negotiations funding; policy development; and, process and machinery for implementation of the inherent right of Aboriginal self-government. ***Topics:*** Committees, procedures, and meetings (Federal Steering Committee on Self-Government and Comprehensive Claims, Mandating Committee on Self-Government), policy guidelines, policy advice, self-government proposals, assessments and responses, negotiation reports, conferences and workshops, contracts and funding, legal advice, correspondence, briefing notes, and budgets. ***Program Record Number:*** INA CIG 006

Social Development
Description: Records covering subjects related to social development of Indians including assistance and welfare services provided to Indian individuals, namely income maintenance, family and children's services and community social services. ***Program Record Number:*** INA SEP 046

Specific Claims
Description: Information records are kept on the claims process and negotiations and outcomes. ***Topics:*** Claims issues and negotiations; policy positions; compensation of claims; the claims process. ***Program Record Number:*** INA CIG 141

Statistics and Reference Documents
Description: Statistics and information on the history of the Canadian Indian. ***Topics:*** Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; Orders-in-Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports. ***Program Record Number:*** INA LTS 109

Taxation
Description: Minimal records are kept by Band governance on property taxation bylaws adopted by First Nations. ***Topics:*** All matters relating to property taxation on reserve lands are dealt by the Indian Taxation Advisory Board (ITAB). ***Program Record Number:*** INA LTS 091

Treaty Land Entitlement
Description: Information on Treaty Land Entitlement issues, claims and specific processes. ***Topics:*** Saskatchewan Framework Agreement, Manitoba Framework Agreement, entitlement issues, policy positions, land acquisition process, ratification process, third party interests. ***Program Record Number:*** INA CIG 600

Treaty Payments
Description: Information on the provision of annual treaty annuity payments, hunting and fishing allowances and triennial clothing as provided for in the eleven numbered and two Robinson treaties. ***Program Record Number:*** INA LTS 999

Trust Moneys and Estates
Description: Records are kept on moneys held in the Consolidated Revenue Fund on behalf of Indian Bands and certain individuals. ***Topics:*** Trust accounting information, per capita distributions, moneys of minors, mental incompetents, adoptees, deceased Indians and missing persons. ***Program Record Number:*** INA LTS 300

Northern Affairs Program

Advisory Committee on Northern Development
Description: The support of the Advisory Committee on Northern Development. ***Topics:*** Sub-committees on communications, science and technology, transportation, finances, employment of native northerners, northern training programs, agendas, minutes. ***Program Record Number:*** INA NAP 156

Circumpolar
Description: Promotion and coordination of circumpolar cooperation, and information pertaining to developments in the circumpolar regions. ***Topics:*** Arctic Council, circumpolar policy, Canada-Russia co-operation, Canada-Greenland co-operation, Indigenous issues, economic development, environmental co-operation ***Program Record Number:*** INA NAP 396

Cultures and Customs
Description: The cultures and customs of Inuit people are outlined. ***Topics:*** Arts and crafts – production, trademarks, Inuit artists' biographies. ***Program Record Number:*** INA NAP 171

Economic Development
Description: Records contained outline the planning and development of programs to encourage economic development in the north. ***Topics:*** Agriculture; northern businesses and co-operatives; employment and labour; fishing; forestry; industrial development funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment. ***Program Record Number:*** INA NAP 266

Education
Description: Educational programs designed to raise the educational level of the native people of the north. ***Topics:*** Adult education – educational assistance; special and vocational training; language training; teachers and teaching; counseling and guidance; facilities and transportation. ***Program Record Number:*** INA NAP 181

Employment
Description: The information includes work force information on northern projects; employers; and socio-economic aspects of northern development. ***Topics:*** Employment and recruiting; counseling; unions; studies, surveys, reports and statistics; memoranda of understanding. ***Program Record Number:*** INA NAP 276

Environmental Protection
Description: The record contains information on the environmental protection of the Canadian North. It also includes a public register of environmentally-screened projects, which is part of the implementation of the federal Environmental Assessment and Review Process (EARP). ***Topics:*** Pollution and pollutants of air, land and waters; pollution causes – garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offenses and violations of environmental laws. ***Program Record Number:*** INA NAP 231

Environmental Studies Revolving Fund (ESRF) Studies
Description: Records relating to the Environmental Studies Revolving Fund (ESRF) Studies. ***Topics:*** Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socio- economic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues north; social issues south; effect monitoring; icebergs; bottom sediment transport. ***Program Record Number:*** INA NAP 241

Exploration and Geological Services
Description: Production and dissemination of geological information on both territories. ***Topics:*** Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. ***Access:*** Filed by locality, name and owner of mineral property; publication title, author and publisher. ***Program Record Number:*** INA NAP 296

Federal-Territorial Agreements and Arrangements
Description: Agreements and arrangements with the Yukon and Northwest Territories. ***Program Record Number:*** INA NAP 166

Forestry
Description: Records relating to the development of legislation and regulations concerning the protection, management and control and regeneration of the Yukon forest. Records relating to the control, development, management and protection from fire, of forest resources in the north. ***Topics:*** Territorial lands, legislation and regulations, reports on consultation process, reforestation information such as expenditures and revenue collection. Logs and logging; timber – cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and accident prevention and safety programs; forest fires – agreements, behavior, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. ***Access:*** Permit information is available by permit number, name of permittee or location covered by the permit. ***Program Record Number:*** INA NAP 256

Health and Social Services
Description: Health services and social services provided or available to native people in the north. ***Topics:*** Hospitals and nursing stations. ***Program Record Number:*** INA NAP 176

Hydrocarbon Development
Description: Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. ***Topics:*** Oil and gas; environment; socio-economics; hydrocarbon transportation; planning and research. ***Program Record Number:*** INA NAP 316

International Affairs and Relations
Description: International affairs and relations with foreign countries. ***Topics:*** Arctic and Antarctic science co-operation; human rights; marine science; economic development; environmental co-operation. ***Program Record Number:*** INA NAP 191

Land Use Planning in the North
Description: Land use plans will be developed in the coming years pursuant to a number of northern land claim agreements. ***Topics:*** Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/native/industry liaison; agreements, commissions; planning areas. ***Program Record Number:*** INA NAP 261

Lands
Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described. ***Topics:*** Territorial lands, legislation, land use – operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; town sites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. ***Note:*** Claims arranged by individual claims. Arctic land use projects arranged by project name. ***Program Record Number:*** INA NAP 246

Major Non-renewable Resource Development Projects
Description: Files on the coordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. ***Topics:*** Oil and gas; mining and other individual development projects. ***Program Record Number:*** INA NAP 311

Mineral Policy
Description: Information on the development of policies to encourage exploration and orderly development of resources in Northern Canada. ***Topics:*** Northern Mineral Policy; native issues; regulatory review; fiscal regime; mineral tax incentives; mineral potential; project assessment and project monitoring; further processing and smelter feasibility studies. ***Program Record Number:*** INA NAP 281

Mining
Description: The filing and recording of mineral rights in the north are outlined. ***Topics:*** Claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining; quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licences; mineral production royalties; technical exploratory work reports. ***Access:*** Placer and quartz titles should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging leases should be identified by locality and owner. ***Program Record Number:*** INA NAP 286

Northern Air Stage Program
Description: The administration of the funding provided to Canada Post Corporation to subsidize the shipment of perishable food and other essential items to isolated Northern communities. ***Topics:*** Agreement between DIAND and Canada Post Corporation; public consultations; food price surveys; Northern food baskets; nutrition surveys; food security; air stage volumes; revenues and costs; socio-economic conditions in isolated communities. ***Program Record Number:*** INA NAP 397

Northern Regulatory Review
Description: Reports, articles and correspondence about regulatory and approval processes north of 60 degrees. ***Program Record Number:*** INA NAP 321

Nunavut Implementation
Description: records relating to the creation of the Nunavut territory and government of April 1, 1999. ***Topics:*** Human Resources Planning and Development for Nunavut, training, Inuit employment plans, infrastructure development, costs estimates, reports, surveys and studies of Nunavut Implementation, legislation, heraldy, information technology, celebrations, federal coordination, Interim Commissioner's role and responsibilities, minutes of meetings, Statutes Revision, Nunavut Implementation Commission, Partnering Arrangement with Nunavut Tunngavik Incorporated, Commissioner of Nunavut, DIAND Nunavut Regional Office staffing and infrastructure, Resource management shared service agreements. ***Program Record Number:*** INA NAP 140

Oil and Gas – Transportation – Pipelines – Norman Wells
Description: Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socio-economic terms, conditions and studies. ***Topics:*** Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities. ***Program Record Number:*** INA NAP 221

Oil and Gas Lands
Description: Information on the control, development and management of oil and gas lands in the north. ***Topics:*** Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the north; project files. Registry of Petroleum Exploration production and related rights; prospectus of Northern Petroleum geology; Northern Oil and Gas Bulletins and annual reports. ***Program Record Number:*** INA NAP 306

Pipelines
Description: The use of pipelines or tankers in the transportation of oil and gas. ***Topics:*** Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline. ***Program Record Number:*** INA NAP 201

Policy Development
Description: These records contain policy analysis and development. ***Topics:*** General range of policy issues relating to the federal responsibility in the north. ***Program Record Number:*** INA NAP 146

Roads
Description: Outlining and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. ***Topics:*** Environmental studies; socio-economic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation and the transfer of inter and intra territorial roads responsibilities to the two territorial governments in the 1980's and early 1990's. ***Access:*** Arranged by road or highway title and subdivided according to construction sub-activity or consideration. ***Program Record Number:*** INA NAP 301

Scientific Training Grants
Description: All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. ***Topics:*** Training grants; Northern research. ***Program Record Number:*** INA NAP 211

Tankers
Description: Records relating to the use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands. ***Topics:*** Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project. ***Program Record Number:*** INA NAP 206

Territorial Government Administration
Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. ***Topics:*** Councils of the Yukon and Northwest Territories – debates, elections, members, rules, territorial ordinances, legislative programs, devolution, division of Northwest Territories, Nunavut, and constitutional development. ***Note:*** Public ordinances arranged by individual ordinance. ***Program Record Number:*** INA NAP 161

Water Resources
Description: Control, development and management of water resources in the north are included. ***Topics:*** Hydro power; hydrometric network; meteorological and water quality networks; licences; regulations; studies and surveys. ***Access:*** Licences arranged by location. ***Program Record Number:*** INA NAP 251

Western Northwest Territories Constitutional Development
Description: Records relating to the development of a new constitution in the western Northwest Territories. ***Topics:*** Constitutional Development Steering Committee, Constitutional Working Group, public consultations on new constitution, "Partners in a New Beginning", "Common Ground", Aboriginal Summit, western Northwest Territories' Political Accord, federal funding support. ***Program Record Number:*** INA NAP 501

Wildlife
Description: Animals – diseases, furs, hides, hunting, hunting licences and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds – diseases, licences, traps, regulations, studies and surveys; fish – culture, diseases, licences, regulations, studies and surveys, reports; insects. ***Program Record Number:*** INA NAP 236

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Finance

Human Resources

Personal Information Banks

Administration Program

Access to Information and Privacy Requests
Description: This bank contains requests for access to information under the Access to Information Act, or the Privacy Act, the replies to such requests and information related to their processing. This bank also contains requests submitted by third parties seeking disclosure of personal information under the categories of permitted disclosures to third parties outlined in subsection 8(2) of the Privacy Act. ***Class of Individuals:*** Individuals who apply, under the Access to Information Act or the Privacy Act, for access to information; or third parties requesting access to information about other individuals. ***Purpose:*** The information is used to process access requests in accordance with the Access to Information Act and the Privacy Act. ***Consistent Uses:*** The bank is used to report to Treasury Board and to Parliament on requests received under the Access to Information Act and Privacy Act; to verify the identity of requesters; and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Records are retained a minimum of two years. ***Related to PR#:*** INA DSS 376 ***TBS Registration:*** 002539 ***Bank Number:*** INA PPU 186

Applicant Inventories for Teachers
Description: This bank contains resumes, applications, work and education histories, and letters of recommendation. ***Class of Individuals:*** Persons applying for teaching positions. ***Purpose:*** The purpose of this bank is to maintain a record of applications from persons wishing to teach. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***Note:*** This information is held in the regional offices. Not in Manitoba and British Columbia – First Nation bands hire educational staff directly. ***Related to PR#:*** INA PSD 041 ***TBS Registration:*** 002518 ***Bank Number:*** INA PPU 070

Consulting, Professional and Other Services Inventory
Description: This bank is a list of firms and individuals from whom consulting, professional and other services may be obtained. The inventory contains the names of firms or individuals, as well as the field of expertise and type of service they offer. ***Class of Individuals:*** Firms and individual consultants. ***Purpose:*** The inventory is consulted by departmental managers when a need arises for consulting, professional or other services from the private sector. ***Retention and Disposal Standards:*** Records are retained for five years and are then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA CSS 366 ***TBS Registration:*** 002538 ***Bank Number:*** INA PPU 181

Elementary/Secondary Data (Nominal Roll)
Description: This bank contains demographic, general and personal information on students. ***Class of Individuals:*** Elementary and secondary Indian and Inuit students resident on reserve and attending federal, provincial and band-operated schools. ***Purpose:*** The purpose of the Nominal Roll system is to provide educational statistics of a non-financial nature, for department use. Information is used for obtaining funding for elementary and secondary education and educational programs to First Nations, as justification for the expenditure of capital funds to derive indicators of program achievement. ***Consistent Uses:*** The information is used as a source for education statistics. ***Retention and Disposal Standards:*** These records are maintained indefinitely. ***Related to PR#:*** INA PSD 041 ***TBS Registration:*** 002515 ***Bank Number:*** INA PPU 045

Indian Art
Description: This bank consists of files in the Art Centre relating to artists' biographies, information on exhibitions, the artists and their work. ***Class of Individuals:*** Indian and Metis artists. ***Purpose:*** The purpose of this bank is to provide information on Indian artists in order to enhance the understanding of the art in the collection. ***Consistent Uses:*** The information is available to art curators and researchers of Indian art. In addition, the Indian Art Centre has visual documentation on slides and photos of the art. ***Retention and Disposal Standards:*** These records are maintained indefinitely. ***TBS Registration:*** 002540 ***Bank Number:*** INA PPU 200

Indian Economic Development Fund (Direct and Guaranteed Loans)
Description: This bank contains personal and financial information on Indians, as defined in the Indian Act, or regarding other persons who qualify for financial assistance under the Indian Economic Development Fund. As of April 1, 1990, direct loans and guarantees to incorporated businesses are no longer made by DIAND, but rather by Industry Canada. ***Class of Individuals:*** Indians, as defined in the Indian Act, or other persons who qualify for financial assistance under the Indian Economic Development Fund. ***Purpose:*** The information is used for the control and evaluation of transactions under the Indian Economic Development Fund. ***Consistent Uses:*** Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the date that each case file is closed and are then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA PSD 066 ***TBS Registration:*** 002519 ***Bank Number:*** INA PPU 075

Information Disclosed to Federal Investigative Bodies
Description: This bank contains a copy of access request for disclosure to federal investigative bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act to DIAND under section 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives particulars related to their processing. ***Class of Individuals:*** Persons being investigated by federal law investigative bodies. ***Purpose:*** The purpose of this bank is to verify the conditions of disclosure to federal law enforcement bodies which are met under section 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner as required by the Privacy Act. ***Retention and Disposal Standards:*** Files are retained for a minimum of two years after date of last correspondence. ***PAC Number:*** 85-001 ***TBS Registration:*** 001739 ***Bank Number:*** INA PPU 195

Inuit Artists Files
Description: This bank contains information regarding exhibits and literature on the work of artists. ***Class of Individuals:*** Inuit artists and artisans. ***Purpose:*** The purpose of this bank is to provide information on Inuit artists. ***Consistent Uses:*** The information is available to researchers of Inuit art. ***Retention and Disposal Standards:*** Records are retained for 30 years. They are then transferred to the National Archives of Canada for permanent retention. ***TBS Registration:*** 002531 ***Bank Number:*** INA PPU 146

Inuit Loan Fund
Description: This bank contains personal and financial information about individual applicants. Records in the bank relate exclusively to the Inuit. ***Class of Individuals:*** This personal information relates to Inuit individuals, groups, companies and corporations (including co-operatives) applying for a loan from the Inuit Loan Fund. ***Purpose:*** The purpose of this bank is to record applications for loans from the Inuit Loan Fund. ***Consistent Uses:*** Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the repayment of the loan and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA NAP 226 ***TBS Registration:*** 002528 ***Bank Number:*** INA PPU 136

Non-Registered On-Reserve Population
Description: This bank contains personal information related to individuals ordinarily residing on Indian reserves, designated lands and surrendered lands. The personal information includes names, dates of birth, gender. ***Class of Individuals:*** Non-Registered individuals who normally reside on Indian reserves, designated lands and surrendered lands. ***Purpose:*** The purpose of the information in this bank is to identify individuals residing on Indian reserves, designated lands and surrendered lands. ***Consistent Uses:*** This bank is used for statistical purposes within the department for projecting population growth. Verification of information within the organization, including data matching. ***Retention and Disposal Standards:*** Records are retained for 10 years and are then transferred to the National Archives of Canada for permanent retention. ***TBS Registration:*** 004085 ***Bank Number:*** IAN PPU 015

Post-secondary Education Data
Description: This bank contains personal information related to demographic and academic information on students. ***Class of Individuals:*** Indian and Inuit students attending post-secondary institutions and whose studies are funded directly or indirectly by the Department. ***Purpose:*** This information is used for statistical reporting and program evaluation. ***Retention and Disposal Standards:*** These records are maintained indefinitely. ***Related to PR#:*** INA ISP 041 ***TBS Registration:*** 002516 ***Bank Number:*** INA PPU 050

Indian and Inuit Affairs Program

Adult Care
Description: The bank contains information on numbers of eligible on reserve Indian adults receiving services and for whom the department accepts financial responsibility. ***Class of Individuals:*** This information related to Indian adults on reserve eligible for Adult Care Services. ***Purpose:*** To record information on numbers of persons receiving care and support either at home or in an institution and to assist in planning, allocating budgets and monitoring services provided to registered Indian adults. ***Consistent Uses:*** Statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are

retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA SEP 031 ***TBS Registration:*** 002715 ***Bank Number:*** INA PPU 215

Alberta Region's Allegations Management Database
Description: This bank contains information regarding allegations of Mismanagement, Economic Crime or Other Criminal Activities that are brought to the attention of the Alberta Regional office staff. The bank also includes information related to the review and analysis of the allegations as well as tracking the progress on the resolution of allegations. ***Class of Individuals:*** It may contain general information about First Nations as well as personal information about specific First Nation individuals against whom the allegations may be directed. ***Purpose:*** this band provides a centralized current information source on allegations brought to the attention of the Alberta Region. ***Consistent Uses:*** To record summarized information on allegations received, to track the actions taken, and to provide departmental officials with allegations statistics. ***Retention and Disposal Standards:*** Five years, 3 active, 2 dormant. ***TBS Registration:*** 004131 ***Bank Number:*** INA PPU 250

Applicant Inventory for Boards and Committees
Description: Inventory contains resumes and applications. ***Class of Individuals:*** Persons applying for or being appointed to positions on boards, committees and councils established pursuant to comprehensive land claim agreements. ***Purpose:*** To maintain a record of applications from individuals seeking to be board members. ***Consistent Uses:*** This information may be used by the department to select candidates for similar boards, committees or councils. ***Retention and Disposal Standards:*** Records are retained for five years and are then destroyed. ***Note:*** Inventory is held at Headquarters. ***Related to PR#:*** INA CIB 016 ***TBS Registration:*** 003431 ***Bank Number:*** INA PPU 010

Band Trust Funds and Trust Fund Suspense Accounts
Description: This bank contains financial information on Indian monies held in the Consolidated Revenue Fund to the credit of the Indian bands, and in Trust Fund Suspense accounts, pending credit to a specific account. ***Class of Individuals:*** Indian band members. ***Purpose:*** This bank is maintained in the Trust Fund Management System and records financial transactions made by bands as well as transactions in the Trust Fund Suspense accounts. This bank is used to monitor and evaluate the program. ***Retention and Disposal Standards:*** Retention and disposal standards remain to be determined. ***Related to PR#:*** INA LTS 300 ***TBS Registration:*** 002525 ***Bank Number:*** INA PPU 120

Bill C-31 Fund Management
Description: Contains names of status Indians on whose behalf bands have requested funds for authorized programs, or to whom the department provides services directly. ***Class of Individuals:*** Indians registered under the provisions of sections 6(1)(c), 6(1)(d), 6(1)(e) and 6(2) of the Indian Act R.S., C. 149, S.1 ***Purpose:*** Management and collection of statistical information related to supplementary funding approved for the implementation of amendments to the Indian Act. ***Retention and Disposal Standards:*** Retained until supplementary funding terminated, then transfer to the National Archives of Canada for selective retention. ***Note:*** This bank will no longer exist as of next year. Records have been transferred to the National Archives of Canada. ***TBS Registration:*** 002717 ***Bank Number:*** INA PPU 225

Child and Family Services
Description: The bank contains personal and financial data related to services provided to Indian children and their families for whom the Department accepts financial responsibility. ***Class of Individuals:*** This information relates to Indian children and their families resident on reserve. ***Purpose:*** The purpose of this bank is to record information on Child and Family Services and other social services to assist in planning, allocating budgets and monitoring services provided to registered Indian children, by provincial/territorial governments or accredited agencies. ***Consistent Uses:*** The bank is used for statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA PSD 031 ***TBS Registration:*** 002714 ***Bank Number:*** INA PPU 210

Cultural Grants for the Advancement of Inuit Culture
Description: This bank contains information on individuals applying for cultural grants. Information recorded is limited to those items on the application form. Records in the bank relate exclusively to the Inuit. ***Class of Individuals:*** Individuals applying for cultural grants. ***Purpose:*** The purpose of this bank is to record information relating to grants for the promotion of Inuit culture. ***Retention and Disposal Standards:*** Records are retained for 10 years after the completion of the cultural project and are then transferred to the National Archives of Canada. ***Related to PR#:*** INA NAP 196 ***TBS Registration:*** 002530 ***Bank Number:*** INA PPU 145

Farm Credit Corporation Guaranteed Loans
Description: This bank contains personal and financial information on Indians eligible for Farm Credit Corporation loans guaranteed by the Department of Indian and Northern Affairs. Effective November 14, 1989 the Department has terminated the 1969 Agreement with FCC. ***Class of Individuals:*** Indians, as defined in the Indian Act, engaged in on- reserve agricultural activities.

Purpose: The information is used for the control and evaluation of loan activity with respect to the Farm Credit Corporation loans guaranteed by the Department. ***Consistent Uses:*** Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for six years after the last administrative action on a loan and all HQ defaulted FCC loan files are transferred to the National Archives. ***Related to PR#:*** INA PSD 081 ***TBS Registration:*** 002520 ***Bank Number:*** INA PPU 085

Indian and Inuit Off-Reserve Housing Assistance Program
Description: This bank contains personal and financial information on registered Indians who received loans from the Department. This program was discontinued in 1985. ***Class of Individuals:*** Indians and Inuit participating in the Off-Reserve Housing Assistance Program. ***Purpose:*** The purpose of this bank is to establish a record of Indian off-reserve and Inuit housing and to administer the loans within the terms and conditions of the program. ***Retention and Disposal Standards:*** Records are retained for 30 years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002508 ***Bank Number:*** INA PPU 005

Indian Community Human Resource Strategy (ICHRS)
Description: Contains personal and financial information on Indians and Inuit who undertook training under components of the ICHRS Program. Information is collected at the regional level only. ***Class of Individuals:*** Indians and Inuit who qualify for financial assistance under the ICHRS Program. ***Purpose:*** Information is used for the control and evaluation of fund transactions under the Program. Records are restricted to native people and used to monitor individuals' progress and for evaluation purposes. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after the date that each case file is closed and transferred to the National Archives of Canada. ***Note:*** This program has been subsumed by the Community Economic Development Program: INA PSD 081. These records are retained for six fiscal years after the date that each case file is closed and transferred to the National Archives of Canada. ***TBS Registration:*** 002719 ***Bank Number:*** INA PPU 235

Indian Estates
Description: This bank contains personal information related to the estates of deceased Indians. ***Class of Individuals:*** Deceased Indians who were ordinarily resident on reserve during their lifetime. ***Purpose:*** The purpose of this bank is to establish official records of Indian estates. The bank is used in the administration and settlement of Indian estates. ***Consistent Uses:*** Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for six years after files are closed and are then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA LTS 300 ***TBS Registration:*** 002523 ***Bank Number:*** INA PPU 105

Indian Genealogy
Description: Records treaty payments made to Indians and some per capita distributions of band funds. Depending upon the treaty the earliest records available will range from 1850 to the early 1900's. As well, the bank contains census lists for the 1920's and 1930's for a number of bands in British Columbia. ***Class of Individuals:*** Personal information relates to all persons who are/were treaty Indians as well as some persons who are/were members of non-treaty bands. ***Purpose:*** The treaty and per capita distribution pay lists were compiled to record proof of payments to individuals. The census lists were compiled to record the members of the bands. ***Consistent Uses:*** Support the compilation of genealogies; permit the production of lists of past band chiefs and councillors; assist federal and provincial governments and individuals on the establishment of ages for purposes such as the procurement of old age security payments, delayed birth registration and passports; support litigation and claims research; provide proof of Indian ancestry; and assist in the identification of heirs to deceased estates. ***Retention and Disposal Standards:*** Records are retained for thirty years from date of payment and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA LTS 121 ***TBS Registration:*** 002716 ***Bank Number:*** INA PPU 220

Indian Lands Registry
Description: This bank contains instruments and documents which grant or change interests in Indian reserves, designated and surrendered lands, including information about title or status of lands. ***Class of Individuals:*** Individuals with interests in Indian reserves designated and surrendered lands. ***Purpose:*** The information provides a permanent record of all transactions affecting Indian lands, as required by sections 21 and 55 of the Indian Act. ***Retention and Disposal Standards:*** These records are retained indefinitely by the Department. ***Related to PR#:*** INA LTS 111 ***TBS Registration:*** 002521 ***Bank Number:*** INA PPU 090

Indian Register and Departmentally administered Band Lists
Description: This bank consists of the Indian Register and departmentally-administered Band lists and files pertaining to applications for registration. ***Class of Individuals:*** Registered Indians and Indian band members in accordance with the Indian Act and those who have applied for registration. ***Purpose:*** The purpose of the information in this bank is to maintain an official record of all persons who are registered as Indians and recorded on departmentally-administered band lists, in accordance with the Indian Act. This information can be

used to prepare lists containing data for administering provisions of the Indian Act, for administering programs for Indian people by this and other departments, and for statistical purposes. ***Consistent Uses:*** It can be used, upon request by provinces, to compile lists of Indians who may be selected to serve as jurors in the courts or for the purpose of administering or enforcing any law or carrying out a lawful investigation and to confirm that given individuals have the rights and entitlements ensuing from being registered under the Indian Act, such as disclosure to Citizenship and Immigration Canada for the purpose of entry into Canada. It can also be used by Health Canada for the purposes of health services to Indian people. Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***TBS Registration:*** 001826 ***Bank Number:*** INA PPU 110

Individual Trust Fund Accounts
Description: This bank contains information concerning financial accounts maintained on behalf of estates of deceased Indians, Indian minors, missing or absent heirs, mentally incapacitated Indians, and adopted Indian children, as recorded in the Trust Fund Management System. ***Class of Individuals:*** Eligible Indians. ***Purpose:*** This bank keeps a record of funds held in trust in the Consolidated Revenue Fund for individual Indians until such time as they have the capacity to receive them or until such time as the estate of a deceased Indian has been distributed. ***Retention and Disposal Standards:*** Retention and disposal standards remain to be determined. ***Related to PR#:*** INA LTS 300 ***TBS Registration:*** 002526 ***Bank Number:*** INA PPU 125

Inuit Culture and Linguistics Evaluation Study
Description: This bank is comprised of two sections: (a) Inuktitut language promotion, containing information on all of the 11 Canadian organizations involved in Inuktitut language promotion; and (b) Inuktitut magazine, containing information on the receipt, use and acceptance of the magazine in Inuit households. The bank contains data on the magazine's content, orthographies, language preference, and the age, education level and area of employment of persons interviewed. ***Class of Individuals:*** Members of Canadian organizations involved in Inuktitut language development, as well as Inuit, and other persons interviewed. ***Purpose:*** The purpose of this bank is to identify any gaps or duplication of efforts in order to determine the Department's future role in the area of Inuktitut language development. This information is also used to evaluate the effectiveness of Inuktitut magazine. ***Retention and Disposal Standards:*** Records are retained for five years and are then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA PSD 381 ***TBS Registration:*** 002537 ***Bank Number:*** INA PPU 175

Land Transactions Management System (Winlands)
Description: This bank contains lease and permit information for reserve lands leased or permitted to third parties by the Department. ***Class of Individuals:*** Indians and bands who wish to lease or permit their land and individuals or companies who lease or permit the land. ***Purpose:*** The information is used for real property management as required to fulfil the Department's responsibilities under the Indian Act. ***Retention and Disposal Standards:*** These records are retained for five years after the lease expires. ***Related to PR#:*** INA LRT 111 ***TBS Registration:*** 002522 ***Bank Number:*** INA PPU 096

On-Reserve Housing Program
Description: This bank contains personal information on subsidies and loan details for which a Ministerial Guarantee has been provided. ***Class of Individuals:*** Registered Indians and band councils participating in the On-Reserve Housing Program. ***Purpose:*** The purpose of this bank is to establish records of loans for housing, from Canada Mortgage and Housing Corporation (CMHC) or NHA approved lender to Registered Indians living on reserves and to band councils. Loans are then monitored and administered under the terms of the Ministerial Guarantee. ***Consistent Uses:*** Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for 30 years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA PSD 404 ***TBS Registration:*** 002509 ***Bank Number:*** INA PPU 011

Per Capita Distributions
Description: Contains personal and financial information concerning per capita distribution payments made to Indians in accordance with those sections of the Indian Act and Regulations and departmental policies, and directives which are related to Indian monies. ***Class of Individuals:*** Personal information relates to each individual registered band member within the limits of legislation. ***Purpose:*** This bank is a record of payment made, or in arrears, to eligible Indians within the limits of legislation. ***Retention and Disposal Standards:*** Records are retained for 30 years then transferred to National Archives of Canada for permanent retention. ***Related to PR#:*** INA LTS 300 ***TBS Registration:*** 002718 ***Bank Number:*** INA PPU 230

Social Assistance
Description: Contains personal and financial information on eligible recipients and/or dependents of social assistance benefits. ***Class of Individuals:*** This personal information relates to Indians and Inuit receiving social assistance benefits and certain categories of non-status recipients on-reserve. ***Purpose:*** To record operational and accounting information pertaining to social assistance and services. The bank is used to regulate, monitor, and evaluate the program, to assist in budgeting and to

provide input information to other departmental programs. ***Consistent Uses:*** This bank is used for statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA PSD 046 ***TBS Registration:*** 002713 ***Bank Number:*** INA PPU 240

Survey Data for Program Evaluations
Description: This bank contains socio-demographic characteristics, attitudes and opinions of the department's clientele, as well as data on how the clientele has used and plans to use departmental and other related federal programs. ***Class of Individuals:*** Relates to the Indian and Inuit population of Canada and to other Native and Northern population segments. ***Purpose:*** This information will serve to evaluate departmental programs and Northern population segments. ***Consistent Uses:*** The survey data could be used by the programs concerned to analyse the program's conception and expectations with respect to the request for service and to undertake statistical work having a direct link with the activities of the department. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 002666 ***Bank Number:*** INA PPU 205

Treaty Payment System
Description: This bank contains information concerning annual treaty payments owed to treaty individuals by the department in accordance with the treaties concluded between Canada and various Indian bands as recorded in the Treaty Payment System. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Class of Individuals:*** Persons registered under the Indian Act with First Nations who signed treaties. ***Purpose:*** This bank keeps a record of eligible recipients, their registration number, monies owed (current and arrears) and payments made. ***Related to PR#: INA LTS 999 TBS Registration:*** 004259 ***Bank Number:*** INA PPU 009.

Northern Affairs Program

Nunavut Training
Description: This bank contains general and personal information on Inuit attending training programs. It includes their names, addresses, telephone numbers, age of individuals, sex, marital status, education, social insurance number, ethnic origin. ***Class of Individuals:*** Inuit students attending training programs and whose studies are funded directly or indirectly by the Department. ***Purpose:*** The information is issued to monitor and control the provision of training of Inuit for jobs in the Nunavut Government. ***Retention and Disposal Standards:*** 5 years from end of training. ***TBS Registration:*** 003921 ***Bank Number:*** INA PPU 020

On-the-Job Training
Description: This bank contains information on the training period, the individual's monthly allowances, and a monthly evaluation by the training agency. ***Class of Individuals:*** Northern native people. ***Purpose:*** The purpose of this bank is to maintain training agreements between Northern natives and training agencies. Records in the bank are restricted to Northern native people and are used to monitor each individual's progress. ***Consistent Uses:*** Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***Related to PR#:*** INA NAP 276 ***TBS Registration:*** 002536 ***Bank Number:*** INA PPU 170

Prospectors' Assistance
Description: This bank contains information about applicants, supplied according to the Prospectors' Assistance Program Regulations. ***Class of Individuals:*** Individuals applying for Prospectors' Assistance Program. ***Purpose:*** The purpose of this bank is to record and maintain applications for Prospectors' Assistance Program. ***Consistent Uses:*** The bank is also used to monitor the Prospectors' Assistance Program. ***Retention and Disposal Standards:*** Records are retained for six years after each case is closed and then transferred to the National Archives of Canada. ***Related to PR#:*** INA NAP 286 ***TBS Registration:*** 002533 ***Bank Number:*** INA PPU 155

Small Business Loan Fund
Description: This bank contains personal information on individuals applying for or receiving funds. ***Class of Individuals:*** Individuals applying for or receiving funds. ***Purpose:*** The purpose of this bank is to maintain records relating to small business loans in the Yukon Territory. It is also used to monitor the repayment of loans by individuals. ***Consistent Uses:*** Verification of information with other organizations, including data matching. ***Retention and Disposal Standards:*** Records are retained for 10 fiscal years after repayment of the loan and then transferred to the National Archives of Canada for selective retention. ***Related to PR#:*** INA NAP 226 ***TBS Registration:*** 002529 ***Bank Number:*** INA PPU 140

Territorial Lands and Land Use Records
Description: This bank contains the Application for Federal Crown Land form and supporting documentation and is held in the regional office. ***Class of Individuals:*** Individuals who submit an Application for Federal Crown Land. ***Purpose:*** The purpose of this bank is to maintain a record of transactions dealing with surface interests to federal Crown lands. ***Consistent Uses:*** It is used to register and monitor the administration of the sale, leasing

or other disposition of territorial lands and land use activities. ***Retention and Disposal Standards:*** These records are retained indefinitely. ***Related to PR#:*** INA NAP 246 ***TBS Registration:*** 002532 ***Bank Number:*** INA PPU 150

Manuals

- A Guide for Electoral Officers
- Access to Information and Privacy Manual
- Administration Manual
- Adoption Officers Manual
- Annual Northern Expenditure Plan Procedures Manual
- Backgrounder – On-Reserve Housing
- Band Classification Manual
- Band Code Implementation Manual
- Band Governance Management Systems - Elections
- Band Governance Management Systems - By-law
- Capital Management Procedures Manual (Manitoba)
- Circulars on Housing (J1 to J5)
- Communications Products, Practices and Procedures Manual
- Corporate Organization Manual
- Delivery of Technical Services – Departmental Directive
- Entitlement Officers Manual
- Environmental Screening Guidelines
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies
- ESRF Guidelines for Study Proposals
- Estates Reporting System User Guide
- Estates Procedures Manual
- Executive Guide to the Land Management Funding Formula
- File Classification Manual
- Fire Management Manual – Yukon Territory
- First Nations and Inuit Science and Technology Camps Program Guidelines
- First Nations and Inuit Summer Student CareerPlacement Program Guidelines
- First Nations National Reporting Guide (1999-2000) Backgrounder – On-Reserve Housing
- First Nations and Inuit Youth Work Experience Program Guidelines
- First Nations Schools Co-operative Education Program Guidelines
- Guidelines for Band Councils (British Columbia)
- Guidelines for Claim Settlement Implementation Planning
- Guidelines for Housing (British Columbia)
- Guidelines for the Development of First Nations Housing Proposals
- Human Resources Manual
- Indian Band By-Law Handbook
- Indian Economic Development Fund-Direct Loan Operating Manual
- Indian Lands Registration Manual
- Indian Moneys Directive – 1A: Administration of Moneys Belonging to Indian Minors
- Indian Oil and Gas Canada Reporting Guidelines
- Indian Program Manual
- Indian Registration Manual for Data Entry
- Indian Registry Reporting Manual
- Information Management Strategic Vision
- Interim Guidelines for Funding under the Federal-Provincial-Territorial Regional Partnering Initiative
- Land Management and Procedures
- Land Management Manual
- Local Government Finance Manual (British Columbia)
- Local Government Program Development Manual (British Columbia)
- Managing Funding Arrangements, Volume 1.1 and 1.2, DIAND's Accountability Framework
- Manual for the Administration of Band Moneys
- Ministerial Correspondence, Briefings and Parliamentary Affairs Manual
- National Standards for Child Welfare
- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- News Release 1-9630
- On Reserve Services Handbook
- On-Reserve Housing Operating Manual (British Columbia)
- Preparation of Treasury Board Capital Submissions
- Program Directive – Chapter 5 (Social Development)
- Program Directive – Chapter 6 (Capital Facilities and Community Services)
- Program Directives – Chapter 7 (Band Management)
- Program Procedures – Ministerial Guarantee Process
- Rental Housing (British Columbia)
- Residential Rehabilitation Assistance Program (RRAP)
- Social Development Policy and Procedures Manual
- Survey Practices and Procedures Manual (British Columbia)
- Terms and Conditions for Contribution Agreements
- Terms and Conditions on Housing Regulations – P.C. 1981-810
- Terms and Conditions Respecting the Housing of Individual Indians on Reserves – P.C. 1980-2753

- Treaty Payment System - The Administration of Property Belonging to Mentally Incompetent Indians

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Department encourages requesters to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information contact the departmental coordinator or our regional offices.

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Northwest Territories Region

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Quebec

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Saskatchewan

Room 301
2221 Cornwall Street
Regina, Saskatchewan
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Yukon

345-300 Main Street
Whitehorse, Yukon
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Reading Room

As required under the Access to Information Act, the library of this institution has been designated as public reading room: The address is:

Room 1400
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec

(819) 997-0811

Industry Canada
Chapter 66

General Information

Background
Industry Canada, with its partners and stakeholders, works to improve the micro-economic climate for growth and job creation in Canada.

Responsibilities
Industry Canada's mandate is to help make Canadians more productive and competitive in the global, knowledge-based economy. The department's policies, programs and services help create an economy that

- provides more and better-paying jobs for Canadians;
- supports stronger business growth through sustained improvements in productivity; and
- gives consumers, businesses and investors confidence that the marketplace is fair, efficient and competitive.

The department's programs and services are provided directly to Canadian businesses and consumers across the country. Industry Canada works in partnership with industry, universities, non-governmental organizations, other members of the Industry Portfolio, other government departments, and provincial and territorial governments to develop and sustain a micro-economic policy environment that meets these objectives.

There is ample evidence that the world economy and society are undergoing a fundamental change - the shift to knowledge-based growth. Knowledge has always been the predominant factor in long-term economic growth. In the knowledge-based economy, however, the effective management of knowledge is becoming the decisive determinant of success. Knowledge is now as important as physical capital and financial capital in driving the global economy. Knowledge is also changing what makes business competitive. Successful businesses are increasingly dependent on knowledge workers, innovation and technology. These businesses are leaders in improving productivity in the economy.

In the long run, knowledge, especially technological knowledge, and a work force with the skills to apply this knowledge, are the main sources of productivity and income growth, and improvement in the quality of life.

For this reason, the transition to the knowledge-based economy is the lens through which Industry Canada examines each of its policies and programs. By developing policies, delivering programs and providing services that help to ease this transition, Industry Canada makes an important contribution towards improving productivity, advancing sustainable development and enhancing our standard of living.

The department focuses on a crucial set of micro-economic fundamentals in order to meet the productivity challenge. Over the next year, the department will intensify its efforts on five strategic micro-economic objectives in order to build the competitive advantage Canada needs for long-term productivity growth: improving Canada's innovation performance; making Canada the most connected nation in the world; building a fair, efficient and competitive marketplace; improving the conditions for investment; and increasing Canada's share of global trade.

The Minister of Industry is responsible for 13 federal departments and agencies that make up the Industry Portfolio. These organizations are uniquely positioned to further the government's goal of building a knowledge-based economy in all regions of Canada and to advance the government's jobs and growth agenda. The Industry Portfolio includes:

Atlantic Canada Opportunities Agency

Business Development Bank of Canada

Canadian Space Agency

Competition Tribunal

Copyright Board Canada

Canada Economic Development for Quebec Regions

Industry Canada

National Research Council of Canada

Natural Science and Engineering Research Council

Social Sciences and Humanities Research Council

Standards Council of Canada

Statistics Canada

Western Economic Diversification Canada

Legislation
- Agreement on Internal Trade Implementation Act, S.C. 1996, c. 17
- Agricultural and Rural Development Act, R.S. 1985, c. A-3
- Atlantic Fisheries Restructuring Act, R.S. 1985, c. A-14 (in respect of certain companies)
- Bankruptcy and Insolvency Act, R.S., 1985, c. B-3
- Bell Canada Act, S.C. 1987, c.19 (private act)
- Bills of Exchange Act, R.S. 1985, c. B-4 (Part V: Consumer Bills and Notes)
- Boards of Trade Act, R.S., 1985, c. B-6

- British Columbia Telephone Company Act, S.C. 1916, c. 66 (private act)
- Business Development Bank of Canada Act, S.C. 1995, c. 28
- Canada Business Corporations Act, R.S., 1985, c. C-44
- Canada Cooperatives Act, S.C. 1998, c. 1
- Canada Corporations Act, R.S.C., 1970, c. C-32
- Canada Foundation for Innovation: Parts I and XI of the Budget Implementation Act, 1997, S.C. 1997, c. 26
- Canada Small Business Financing Act, S.C. 1998, c. 36
- Canadian Space Agency Act, S.C. 1990, c.13
- Companies' Creditors Arrangement Act, R.S., 1985, c. C-36
- Competition Act, R.S., 1985, c. C-34
- Competition Tribunal Act, R.S., 1985, c. 19 (2nd Supp.)
- Consumer Packaging and Labelling Act, R.S., 1985, c. C-38
- Copyright Act, R.S., 1985, c. C-42
- Corporations and Labour Unions Returns Act, R.S. 1985,c. C-43
- Department of Industry Act, S.C. 1995, c. 1
- Electricity and Gas Inspection Act, R.S., 1985, c. E-4
- Employment Support Act, S.C. 1970-71-72, c. 56
- Government Corporations Operation Act, R.S. 1985, C. G-4
- Industrial and Regional Development Act, R.S. 1985, c. 1-8
- Industrial Design Act, R.S., 1985, c. I-9
- Integrated Circuit Topography Act, S.C. 1990, c. 37
- Investment Canada Act, R.S., 1985, c. 28 (1st Supp.)
- Lobbyists Registration Act, R.S., 1985, c. 44 (4th Supp.)
- National Research Council Act, R.S., 1985, c. N-15
- Natural Sciences and Engineering Research Council Act, R.S., 1985, c. N-21
- Patent Act, R.S., 1985, c. P-4
- Pension Fund Societies Act, R.S. 1985, c. P-8 (ss. 4, 6 and 7)
- Precious Metals Marking Act, R.S., 1985, c. P-19
- Public Documents Act, R.S. 1985, c. P-28
- Public Officers Act, R.S. 1985, c. P-31
- Public Servants Inventions Act, R.S., 1985, c. P-32
- Radiocommunication Act, R.S., 1985, c. R-2
- Regional Development Incentives Act, R.S. 1970, c. R-3
- Seals Act, R.S. 1985, c. S-6
- Small Business Investment Grants Acts, S.C. 1980-81-82-83, c. 147
- Social Sciences and Humanities Research Council Act, R.S., 1985, ch. S-12
- Special Areas Act, R.S. 1985, c. S-14 (Ontario and Quebec)
- Standards Council of Canada Act, R.S., 1985, c. S-16
- Statistics Act, R.S. 1985 c. S-19
- Telecommunications Act, S.C. 1993, c. 38
- Teleglobe Canada Reorganization and Divestiture Act, S.C. 1987, c. 12 (specified functions)
- Telesat Canada Reorganization and Divestiture Act, S.C. 1991, c. 52 (policy role)
- Textile Labelling Act, R.S., 1985, c. T-10
- Timber Marking Act, R.S. 1985, c. T-11
- Trade Unions Act, R.S. 1985, c. T-14
- Trade-marks Act, R.S., 1985, c. T-13
- Weights and Measures Act, R.S., 1985, c. W-6
- Winding-up and Restructuring Act, R.S., 1985, c. W-11 (Part I only)

Organization

Audit and Evaluation

Conducts internal audits and evaluations consistent with Departmental and Central agency policies.

Canadian Tourism Commission

The Canadian Tourism Commission is a working partnership between tourism businesses and associations, provincial and territorial governments and the Government of Canada. Its mission is to promote Canada as a desirable tourist destination to both international and domestic travellers and supply the tourist industry with the information it needs for its decision-making.

The Commission strives to coordinate the efforts of numerous players in the tourism sector, including hotel owners, tour operators, people who run tourist attractions, airline carriers, local and provincial associations and government agencies. The CTC continuously seeks to create new partnership opportunities for its marketing, research and industry promotional activities. The CTC has a WEB site which, in addition to providing general information on the CTC's activities and a list of its publications, establishes hypertext links with other WEB sites dealing with travel or tourism in Canada.

Chief Information Officer

The Chief Information Officer is accountable to the Associate Deputy Minister and the Information Management Committee for the effective and efficient management of strategic information and informatics

within Industry Canada. A major responsibility of the CIO is the planning, coordination and delivery of Industry Canada's Strategis, Canada's largest business Web site at http: \\strategis.ic.gc.ca. Specifically, the CIO manages the department's informatics resources including the high capacity national wide area network; operates Industry Canada's library and information products; manages the electronic publishing process and development of custom information products; manages the Department's national efforts in the network of Canada Business Services Centres; establishes and implements marketing strategies to promote the use of strategic business information; and undertakes systematic client feedback assessments.

♦ Canada Business Service Centres (CBSCs)

The Canada Business Service Centres (CBSCs) are the gateway to government information for business providing a wide range of information on government services, programs and regulations. The CBSCs answer client questions about starting a new business or improving an existing one. Services are available by telephone, fax, mail, E-mail, on the Web and in person. Currently there are twelve CBSCs - one in every province, the Northwest Territories and the Yukon,. Another is planned for Nunavut, Canada's newest territory. The CBSCs also have regional access arrangements with existing business service organizations in many communities across Canada. The CBSC initiative is a cooperative arrangement among 36 federal departments and agencies, provincial governments and, in some cases the private sector. A National Secretariat, located in Ottawa, is responsible for supporting the CBSCs and maintaining the technical network, web site, information databases, and products. Also see the Atlantic Canada Opportunities Agency (ACOA), Canada Economic Development for Quebec Regions, and Western Economic Diversification (WED) for listings on CBSCs.

Communications Branch

The Communications Branch plays a pivotal role in ensuring that the Canadian public, including the departments' clients and employees, receives information about Industry Canada's policies, programs and services.

Services provided by the Branch include communications research and public environment analysis; communications planning and advice to the Minister and senior management on policy development, and program planning and implementation; media relations; and the coordination, production and distribution of speeches, news releases, publications and multimedia materials. Through the Industry Canada Corporate Information site the Branch provides current information on departmental activities, as well as links to the Industry Portfolio's various resources. The Branch is also responsible for handling enquiries from the public.

Communications Research Centre

Communication Research Centre Canada (CRC) has been dedicated to advanced communications R&D for over 30 years. Its research provides a technical basis for the development of regulations and standards in support of public policy. Key research areas include: radio sciences; terrestrial wireless; broadcast technologies; satellite communications systems; broadband network systems; and microelectronic and optical technologies. CRC has a strong tradition of technology transfer to industry and has been responsible for the creation of more than 60 companies. It runs the CRC Innovation Centre to provide small high tech companies with access to CRC's technologies, research expertise and unique laboratories.

Competition Bureau

The Competition Bureau promotes competition and efficiency in the Canadian economy through the administration of the Competition Act concentrating on a balance between enforcement activities and compliance programs, public awareness and submissions on regulatory matters. The Bureau also promotes a fair and efficient marketplace through the administration of the Textile Labelling Act, the Precious Metals Marking Act, and the Consumer Packaging and Labelling Act emphasizing a compliance approach by working with business to predict and prevent problems from occurring. The Commissioner of Competition, the head of the Competition Bureau, is a statutory appointment under the Competition Act with the responsibility of administering and enforcing the Competition Act and the other Acts cited above. The Competition Bureau consists of six branches, four of which are responsible for the enforcement of the Acts. A unit has also been established for the purpose of co-ordinating possible amendments to the Competition Act.

♦ Civil Matters Branch

Responsible for administering the reviewable section of the Competition Act (excluding mergers). The Civil Matters Branch is also responsible for the Commissioner's regulatory representations before Boards, Commissions and other Tribunals.

♦ Compliance and Operations Branch

This Branch is comprised of two directorates, plus a Communications Unit and an Informatics Centre:

Compliance and Coordination Directorate: Assists in the development and dissemination of Bureau policies and procedures; provides research assistance to the enforcement branches; provides preliminary assessment or referrals of complaints and information requests received through its Information Centre, and develops and coordinates internal operational training for Bureau staff.

The Communications unit provides strategic advice on all internal and external communications issues, coordinates Bureau publications and manages media relations.

Management Policy and Services Directorate: Responsible for Bureau strategic, operational, and resource planning and reporting; operational review; and administrative and personnel services.

COMPASS Information Management Centre: Responsible for information systems and support within the Bureau.

♦ Criminal Matters Branch

Responsible for administering the criminal provisions of the Competition Act (excluding misleading advertising and deceptive marketing practices).

♦ Economic and International Affairs Branch

Provides economic, policy and strategic analysis and advice to the Commissioner and other units of the Bureau dealing with enforcement and policy issues. The Directorate also participates in departmental and interdepartmental development of government policies and legislation with relevance to the Competition Act, and is responsible for Canada's participation in and contribution to the work of international organizations such as the Organization for Economic Development and United Nations Conference on Trade and Development in the field of competition policy.

♦ Fair Business Practices Branch

Responsible for enforcing the misleading advertising and deceptive marketing practices provisions of the Competition Act and for administering the Textile Labelling Act, the Precious Metals Marking Act, and the Consumer Packaging and Labelling Act, as well as the guidelines concerning the Care Labelling of Textiles, the Marketing of diamonds, Coloured Gemstones and Pearls, and Environmental Labelling and Advertising.

♦ Mergers Branch

Responsible for the administration of the merger provisions of the Competition Act (including the notifiable transaction requirements) in all sectors of the Canadian economy.

Comptroller's Branch

Provides advice to the Deputy Minister and provides functional direction and advice to managers on comptrollership, covering both financial and non-financial matters. The branch is responsible for maintaining a financial management framework within the department and reports periodically to the Deputy Minister and the Comptroller General in compliance with government-wide standards. Operationally, the Comptroller's Branch provides corporate planning and reporting, establishes and manages systems, processes and procedures for financial and material management. The Branch is also responsible for the overall liaison on these matters with Treasury Board Secretariat, the Deputy Comptroller General, and PWGSC.

Human Resources Branch

The Human Resources Branch provides strategic information, advice and operational services to the department on corporate management and succession planning strategies, relationships with unions, demographic profiling, research and analysis, indicators of the health of the organization, strategic infrastructure for training, rejuvenation and revitalization program strategies. Operationally, it provides decentralized, comprehensive and timely advice, guidance and assistance to departmental management and employees on classification, staffing and researching, official languages, employment adjustment, labour management, employee equity, training and development, awards and recognition, career planning, compensation, benefits and security.

Industry Portfolio Office

The Industry Portfolio Office (IPO) provides executive secretariat support to the Minister, Deputy Minister and Associate Deputy Minister of Industry as it relates to their broad Industry Portfolio coordination responsibilities.

The thirteen Industry Portfolio members are: Atlantic Canada Opportunities Agency; Business Development Bank of Canada; Canadian Space Agency; Competition Tribunal; Copyright Board Canada; Canada Economic Development for Quebec Regions; Industry Canada; National Research Council Canada; Natural Sciences and Engineering Research Council of Canada; Social Sciences and Humanities Research Council of Canada; Standards Council of Canada; Statistics Canada; and Western Economic Diversification Canada.

Industry and Science Policy

The Industry and Science Policy Sector is responsible for leading development of industry, science, international business and economic framework policy in the Department, and for influencing policies of other government departments in order to enhance the business climate and to promote Canada's industrial competitiveness and scientific excellence.

♦ Corporate Governance Branch

Responsible for all research and policy development activities which lead to legislative reform of corporate law, intellectual property law and regulatory and standards policy in the department. The Branch develops and directs research activities, and participates in international and intergovernmental negotiations.

To enhance competitiveness, manage Industry Canada's contribution to the development and implementation of corporate governance policy initiatives respecting regulations, standards and issues concerning harmonization and business framework legislation under the jurisdiction of Industry Canada.

♦ Entrepreneurship and Small Business Office

The primary role of the branch is to provide leadership on small and medium-sized enterprise (SME) policy and program development. Main activities focus on providing policy direction and advice as it relates to small business in the following areas: access to financing; management skills development; business climate policy (access to government procurement, regulatory reform and paper burden reduction; and entrepreneurship policy development and analysis). The Branch also provides leadership in the development of a coherent long term government SME agenda. To achieve its mandate, the Branch works in partnership with other government organizations and with key private sector organizations (eg. CCC, CFIB, CMA, CBA, etc.).

♦ Innovation Policy Branch

The Innovation Policy Branch formulates and advocates the federal government's science and technology policies to ensure that these policies support business growth through innovation and lead the shift to a knowledge-based economy that will generate jobs and provide support for social programs in Canada. Three directorates carry out these policies: Science and Technology Strategy Directorate; Knowledge Infrastructure Directorate; and Marketplace Innovation.

♦ Internal Trade, Consultations and Federal-Provincial Relations

The branch is responsible for the coordination of the federal government's participation in negotiations to eliminate barriers or impediments to trade within Canada, including implementation of the Agreement on Internal Trade and related follow-on work. It is responsible for monitoring provincial government initiatives impacting on the department and for coordinating and developing strategies respecting federal-provincial relations. It also develops, implements and integrates strategies and policies for the department's consultations with external stakeholders.

♦ International Business Branch

International Business Branch (IBB) is responsible for policy analysis and coordination for Industry Canada's international business policies and strategies. IBB undertakes policy and industrial impact analysis, and participates in negotiations for international trade and investment, including services; develops international business development strategies and contributes to their overall management; and provides strategic information to Canadian business through Strategis and other means. IBB is also responsible for high-level trade missions; a variety of international industrial cooperation agreements; and is the departmental focal point for APEC.

♦ Investment Review Division

Responsible for identifying potentially reviewable foreign direct investment transactions; reviewing and assessing investment proposals to determine net benefit to Canada; and ensuring that formal plans and undertakings given by investors are carried out.

♦ Management & Administrative Services

The Management and Administrative Services Unit provides centralized corporate support services to the Industry and Science Policy Sector.

♦ Micro-Economic Policy Analysis Branch

The Branch is Industry Canada's centre of excellence in micro-economic analysis and responsible for providing the fundamental economic research and analysis underpinning the policy development process of the department. Collaborating with leading experts, the Branch provides leadership in the provision of both current economic analysis and strategic information on issues relating to micro-economic policy, marketplace rules and services and industry sector development. In addition to organizing a number of conferences, workshops, seminars, distinguished speaker series and consultations with the private sector, the academic community and other levels of government, the branch runs a nationally recognized research publications program, both of which serve to convey timely information and facilitate an informed public debate on economic policy issues. The branch also publishes a number of regular reports, including the Monthly Economic Indicators and the Micro-Economic Monitor, and is responsible for maintenance of the Economic Information Source - a value-added database service which is accessible by all Industry Canada employees.

♦ Strategic Policy

The Branch is responsible for strategic policy leadership, both within Industry Canada and interdepartmentally, with respect to the micro-economic policy agenda. Specific functions include: development of the micro-economic framework agenda including key policy initiatives; advice on horizontal policy issues such as youth and sustainable development; industrial policy analysis and integration; analysis and advocacy with respect to economic framework policies; strategic planning and priority setting; managing departmental relations with the OECD and G-7 on policy issues; managing the planning function within the sector; the departmental policy development process, management of the Cabinet briefing process in the department and coordination and advice on the department's support to the Minister in Parliament.

♦ The Advisory Council on Science and Technology Secretariat (ACST)

The Secretariat provides policy advice, coordination and administrative services to the Prime Minister's Advisory Council on Science and Technology (ACST). It is responsible for: planning and coordinating meetings and activities; providing policy analysis and research assistance; facilitating communications and linkages among advisory bodies, various levels of governments and the S&T community.

Industry Sector

The Industry Sector provides leadership and support to Canadian businesses and industries as they adapt to the new challenges and opportunities of the global economy. The sector pursues an innovative approach to industrial development based on: delivering a policy agenda designed to influence the behaviour of firms; providing world-class marketplace services; and helping Canada's industrial sectors become more innovative and internationally competitive. This is accomplished by working with clients and partners and through Industry Canada's five strategic objectives - trade, investment, innovation, connectedness and marketplace; by developing and delivering sector policies and strategies designed to promote the international competitiveness of Canadian industry; and, providing unique, world-class information products based on sectoral analysis and international benchmarking.

♦ Aerospace and Defence Branch

Aerospace and Defence Branch is responsible for developing and implementing policies, programs and services aimed at promoting international competitiveness and sustainable growth in Canada's Aerospace and Defence sector. The branch fulfils its mission by gathering and analyzing business intelligence; by developing strategies and frameworks for promoting trade, attracting investment, advancing new technologies and enhancing productivity and employee skills; establishing competitive frameworks aimed at specific Aerospace and Defence sub-sectors; by ensuring that long term development opportunities for Canadian firms are optimized through Major Crown procurement projects; and, by developing business intelligence information products for delivery to industry clients via the information highway or other electronic media.

♦ Automotive and Transportation Industries Branch

Automotive and Transportation Industries Branch works in partnership with the Canadian surface transportation sector including the automotive, bus, truck assembly and related parts manufacturing industries, as well as trucking services, rail, and urban transit industries. This sector competes within a global marketplace with strategic focus on North America, Asia and Europe. The challenges are: to maintain the competitive environment in Canada to grow the existing high technology industrial base; to attract Greenfield investment to complement the domestic base; to focus on innovation and technology opportunities; to maximize opportunities in trade and sourcing; and to connect with the industry subsectors by developing and disseminating timely and relevant information.

♦ Canadian Biotechnology Secretariat

Federal government has announced a renewed Canadian Biotechnology Strategy (CBS) which includes a new policy framework, a new broad based advisory committee, strengthened interdepartmental management and a ten-point work plan to be developed with interested partners. The new Canadian Biotechnology Advisory Committee (CBAC) is an independent, expert panel that will advise ministers on the ethical, social, economic, scientific, regulatory, environmental and health aspects of biotechnology. It will also give Canadians an ongoing forum to voice their views and participate in an open and transparent dialogue on biotechnology issues. A team of seven ministers (Agriculture and Agri-Food, Environment, Fisheries and Oceans, Foreign Affairs and International Trade, Industry, Health, Natural Resources) coordinated by Industry Minister John Manley, will oversee the strategy and address issues that cut across the mandates of various federal department agencies. Under this new strategy, a Secretariat has been established to support CBAC and the new interdepartmental coordinating structures. The Executive Director reports to the Assistant Deputy Minister, Industry Sector, Industry Canada and the Assistant Deputy Minister, Health Protection Branch, Health Canada.

♦ Coordination and Management Services Branch

Coordination and Management Services Branch supports the Industry Sector Assistant Deputy Minister, branch managers and teams with leadership, integration, communications and analytical expertise. It is a service organization dedicated to the provision of specialized corporate functions to Industry Sector branch managers and sector teams. Key areas of services include: strategic issues management; analysis of cross-sectoral industrial development issues; briefings and correspondence; parliamentary affairs; inquiries and media relations; analytical support on information products, policy and economic analysis; strategic planning; marketing, promotion and communication services; networks advice; human resource development and best practices advice; and program management and repayments administration.

♦ Environmental Affairs Branch

The federal government is firmly committed to sustainable development and has taken a number of steps to forge the convergence of economic and environmental signals. Industry Canada's contribution to this agenda is to promote, or contribute to the promotion of innovation and competitiveness in the private sector by encouraging the efficient use of natural resources and minimizing the generation of waste.

Environmental Affairs Branch fulfils three important roles. It coordinates and integrates the Department's input to the government's environmental regulatory initiatives and promotes the development and diffusion of key environmental science and technological capabilities which enhance industrial competitiveness. The Branch promotes the growth and development of an internationally competitive environmental industry. Through the Canadian Office of Technology Exchange in the

Environment (COTE), the Branch facilitates the transfer of environmental technologies to less developed countries and, in so doing, supports the international competitiveness of the environmental industry.

♦ Forest, Metals and Building Products Branch

Forest, Metals and Building Products Branch's (FM&BP) vision is to 'Make A Difference'; its mission is to lead in the development and delivery of services and products to industry and government to promote sustainable economic growth. FM&BP's activities are focused on trade, innovation, connectedness, including electronic commerce as well as promoting Canada as the location of choice for domestic and foreign investment. Respecting trade, FM&BP continues to nurture and strengthen the 'Building Products' Trade Team Canada Sectors (TTCS) and its subsidiary country working groups. The branch supports the TTCS through the delivery of information products and services to export-ready companies and promotes continued market access through ongoing participation in international trade organizations. On the innovation front, the Branch concentrates on: a) Climate Change; b) Technology Roadmaps; and, c) the development and implementation of strategies to promote increased 'value-added' in the resource sector. Through its existing metals and forest products websites, FM&BP strives to enhance client databases and to produce and distribute new strategic information products, i.e. Techroute, to promote connectedness. Concurrently, the branch contributes to an electronic commerce strategy through active promotion of the concept to its client industries. In order to encourage increased investment by both Canadian and foreign MNEs, FM&BP supports sector campaigns and the Deputy Minister Country Champion Program by developing relevant strategies and information products based on competitive intelligence and analysis. FM&BP relies on its ability to form effective partnerships with key stakeholders - OGDs and industry - in order to promote greater coordination and management of effort.

♦ Industrial and Consumer Products Branch

Industrial and Consumer Products Branch provides business intelligence and strategic information to enterprises in the advanced materials, chemicals, plastics, rubber and consumer products industries (focus is on textiles, apparel, furniture, sporting goods and recreational products). It is involved in trade policy formulation, international negotiations and promotional activities; it establishes alliances with industry associations and companies and works on their behalf to ensure that competitiveness and sustainable development issues are addressed in government policy making; and plays an advocacy role on environmental issues and supports human resource initiatives. The Branch also assists client industries expand their domestic and global markets by: i) providing intelligence on sectors and markets, ii) promoting the use of technology and electronic commerce, and iii) advocating for policy decisions that foster greater competitiveness.

♦ International Business Opportunities Centre

The International Business Opportunities Centre (IBOC) matches Canadian companies, particularly small- and medium-sized enterprises (SMEs), with leads generated by Canadian trade officers around the world. Operated by Industry Canada and the Department of Foreign Affairs and International Trade (DFAIT), IBOC works on a case-by-case basis to provide a timely response to foreign buyers. Using search tools such as DFAIT's WIN Exports and Industry Canada's Canadian Company Capabilities (Strategis) databases as well as a broad network of other sources, IBOC contacts Canadian companies to advise them of product or service-specific inquiries from foreign buyers. Although the Centre does not publish a general list of inquiries, a selection of trade leads is available on-line at:

http: //www.dfait-maeci.gc.ca/iboc-coai.

Position Your Company to Receive Trade Leads

If your company isn't already registered in the WIN Exports or Strategis databases so frequently used by IBOC and DFAIT's Trade Commissioners, you won't hear of trade leads. To register in the WIN Exports database, call 1-800-551-4WIN (4946) or (613) 944-4946; or fax your request for a registration form to 1-800-667-3802 or (613) 944-1078. To register in the Canadian Company Capabilities database, access Strategis on-line at: http://strategis.ic.gc.ca or call 1-800-328-6189 or (613) 954-5031.

International Business Opportunities Centre (IBOC)
125 Sussex Drive
Ottawa, ON K1A 0G2

Tel.: (613) 944-6000
Fax: (613) 996-2635
On-line: http: //www.dfait-maeci.gc.ca/iboc-coai

♦ Investment Partnerships Canada

Investment Partnerships Canada (IPC), a joint venture between Industry Canada and the Department of Foreign Affairs and International Trade, undertakes research and analysis to target investment prospects, and develops and manages investment campaigns directed at selected multinational enterprises in key strategic sectors.

IPC also provides one-stop servicing of the investment interests of client companies and other major investors. IPC has been mandated to act as the federal government's focal point in partnership ventures with sector branches, other departments, and posts abroad.

For more information, please call our general inquiries number at 1 (613) 941-3356.

♦ Life Sciences Branch

Life Sciences Branch (LSB) of Industry Canada promotes the growth and responsible development of the Life

Sciences sectors, which include the health and biotechnology industries. The Branch provides sectoral expertise on pharmaceuticals, medical devices, health services and the various sub-sector applications of biotechnology including, bio-pharmaceuticals, bio-agriculture, bio-environmental, bio-forestry, bio-mining and bio-energy.

LSB's primary role is to act as a responsible and reasoned advocate on behalf of industry both domestically and in international fora, such as the Organisation for Economic Co-operation and Development, to further the strategic interests of the Canadian health and biotechnology industries. The branch leads in the formulation of industrial development policies which will enhance the international competitiveness of Canadian-based life science industries.

In policy development and analysis, LSB's key role is to work to improve the business and investment environment, and enhance industrial growth through innovation and technology diffusion, sustainable development and improved trade access. It also plays a lead role in commercialization through targeted sectoral strategies under the Canadian Biotechnology Strategy and through strategic advice to the Technology Partnerships Canada (TPC) program.

Initiatives include: advocacy on regulatory issues such as the efficiency of the product regulatory review process, follow-up to the review of Bill C-91 amendments (to the Patent Act); the Biosafety Protocol under the Biodiversity Convention; trade and investment development strategies and activities, including the preparation of the health and biotechnology industries section of the Canadian International Business Strategy; the establishment of two Trade Team Canada, one for Health Industries and one for Bio-Industries to enhance trade performance, the establishment of a Life Sciences Investment Round Table to capitalize on investment opportunities; and, dissemination to industry of intelligence on trade, investment, regulation, technology and sectoral contacts through web sites on Strategis.

The branch's analytical work leads to the development of Sector Competitiveness Frameworks and other research documents, providing market intelligence and economic analysis to facilitate sound business and policy decisions both within and outside of government.

In partnership with industry, the team works to foster linkages between private sector networks and key federal and provincial departments and agencies.

♦ Manufacturing and Processing Technologies Branch

Manufacturing and Processing Technologies Branch (MPT)encourages the adoption, adaption, development, and diffusion of advanced manufacturing and processing technologies as a means of stimulating growth and creating jobs, particularly within the small and medium-sized enterprise community. The branch works with its industry clients in all manufacturing sectors (including petroleum refining and oil and gas equipment; electrical power technologies; and resource equipment and technologies - e.g., forestry, mining, pulp and paper, oceans, agriculture). In addition to its sectoral policy and liaison responsibilities, it is a strong advocate for the adoption of continuous improvement and best management practices by Canadian industry, and serves as an advisor to government on innovation and technology issues facing the Canadian economy.

MPT also works to strengthen the sectoral approach to trade development, planning and delivery through its Trade Teams in the Electrical Equipment, Advanced Manufacturing Technologies, Ocean Technologies, Oil and Gas Equipment, and Agricultural Equipment sectors.

The use of advanced manufacturing technologies is further encouraged by the enabling technologies component of Technology Partnerships Canada (TPC).

♦ Service Industries and Capital Projects Branch

Service Industries and Capital Projects Branch (SICP) is the focal point of expertise within the federal government on Canada's service industries, including those involved in undertaking domestic and international capital projects. The branch maintains a knowledge base on service industries and provides strategic information, services and policy products aimed at enhancing the international competitiveness of Canadian service firms. The branch focuses on the business, professional, distribution, and marketing service industries, including the capital projects related industries, such as consulting engineering, architecture and the construction industry.

Specific activities of the branch include: promoting the export readiness of Canadian service firms; encouraging partnering and strategic alliances among Canadian and foreign companies; encouraging the use of information technologies and electronic commerce; raising the profile and credibility of Canadian firms in foreign markets; ensuring the timely delivery of market and other strategic competitive information to private sector clients; promoting innovation and investment; providing information on access to financing, particularly for small services suppliers; assisting firms to exploit better, major project opportunities, in particular, those funded by international financial institutions (e.g. World Bank); promoting a greater participation of Canadian firms in Public-Private Infrastructure projects; developing technology roadmap and sector competitiveness frameworks and strategies for selected service industries; undertaking studies and analyses of policy and horizontal service industries issues, such as trade in services, marketplace issues, and services data development; and supporting the government's efforts to obtain better market access through the World Trade Organization and the North American Free Trade Agreement and to ensure that agreements are implemented in practice.

♦ Women's Bureau

The Women's Bureau provides research, development, delivery, evaluation, communication, secretarial and coordination support to the Action Committee on Women's Issues (ACWI) co-chaired by the Assistant Deputy Minister of Spectrum, Information Technologies and Telecommunications (SITT) and the Deputy Director General of the Information Highway Applications Branch, who are the current champions for the program. The Bureau works in close collaboration with other departmental units to improve the work environment and help employees balance their work and personal life. The Bureau also facilitates career development for women in areas where they are clearly under-represented and helps support staff (80% of which are women) make the transition to a professional career.

Information and Privacy Rights Administration

Oversees the administration and policy development of the Access to Information Act and the Privacy Act as related to the Department. It processes formal requests, advises senior management on the administration of the legislation and the disposition of cases, and promotes awareness of the legislation within the Department.

Office of Consumer Affairs

The mandate of the Office of Consumer Affairs (OCA) is to promote a fair and efficient marketplace for the benefit of consumers, and to protect the consumer interest in the event of marketplace failure. OCA's role is based on three inter-related functions: a) policy analysis and development; b) partnerships and outreach, and c) consumer support services. OCA's role supports Industry Canada's Marketplace Rules and Services line of business but also increasingly has an impact on all of the department's lines of business.

Office of the Corporate Secretary

The Office of the Corporate Secretary (OCS) provides executive support to the offices of the Minister, Secretary of State, Deputy Minister and Associate Deputy Minister. It manages the processes and information systems that support Industry Canada executives in their formal relationships with the rest of the Department as well as with Industry Canada partners and clients and the Canadian public. The Corporate Secretary also acts as secretary to the departmental management committees and advises the Deputy Minister on the management of the departmental agenda. OCS is organized along three business lines:

♦ Executive Correspondence and Records

OCS manages the departmental correspondence process for the Minister, Secretary of State, Deputy Minister and Associate Deputy Minister. It establishes and administers the departmental procedures and corporate correspondence management system for executive correspondence, carries out quality control and manages the flow and storage of executive documents.

♦ Executive Briefings and Appointments

OCS coordinates the preparation and provision of executive briefing materials. It supports the office of the Minister in managing the process for governor-in-Council and Ministerial appointments under the Industry portfolio and coordinates the provision of departmental advice on appointments.

♦ Executive Services

OCS supports the day-to-day operations of executive offices by providing administrative, financial and informatics services. It also manages Industry Canada's conference planning and official hospitality.

Office of the Ethics Counsellor

The Ethics Counsellor administers the Prime Minister's Conflict of Interest and Post-Employment Code for Public Office Holders as it applies to ministers, secretaries of state, parliamentary secretaries, full-time Governor in Council appointees and ministerial staff. The Ethics Counsellor maintains a registry of public declarations and provides guidance on conflict of interest and other ethical issues to departments, agencies, other governments and individuals on request. The Ethics Counsellor is available to the Prime Minister to investigate allegations of impropriety against Ministers and senior officials.

The Lobbyists Registration Branch of the Office of the Ethics Cousellor administers the Lobbyists Registration Act by registering paid lobbyists and maintaining a public registry. Under new legislation, lobbyists are required to disclose more information on their activities, and the Director of the Branch has formal powers to issue interpretation bulletins. The Branch also provides guidance to potential lobbyists and information on lobbyists to federal officials and the general public. The Director produces an annual report for Parliament.

Under the new legislation, the Ethics Counsellor is responsible for developing and administering a Lobbyists' Code of Conduct. The Ethics Counsellor is required to investigate alleged breaches to the Code, and prepare reports on them for Parliament. The Ethics Counsellor also prepares an annual report on their responsibilities for Parliament.

Operations Sector

The Operations Sector is Industry Canada's service delivery arm with 2400 employees providing services in over 50 Canadian communities. It serves the business community with a full range of information and intelligence on trade, investment and technology opportunities; through the marketplace component, it contributes to a framework for the orderly conduct of business and the development of new technologies and promotes an

environment that will improve the competitiveness of Canadian industry and fair market practices.

Branches that make up the Sector include: Aboriginal Business Canada, Canadian Intellectual Property Office, Corporations, FedNor, Measurement Canada, Office of the Superintendent of Bankruptcy, Programs and Services, Regional Offices, Strategic Planning and Corporate Services, and Trade and Operations Integration and Management Consulting.

♦ Aboriginal Business Canada

Aboriginal Business Canada promotes the growth of Aboriginal businesses in Canada, and to help integrate them into the national and international economies. The program provides a range of services, support, and information products to Canadian Indian, Métis, and Inuit entrepreneurs and business organizations. This support includes advice and counselling by business development officers; business planning assistance; management training and networking opportunities, and direct financial assistance to Aboriginal companies in the form of contributions or loan insurance. Strategic priorities have been established for: trade and market expansion (including Aboriginal tourism), innovation, Aboriginal youth entrepreneurship, and strengthening Aboriginal financial and business organizations, in particular the network of Aboriginal Capital Corporations.

Aboriginal Business Canada benefits from the direct involvement of the National Aboriginal Economic Development Board. This Board sets program policy, and provides strategic direction, contributing to the advancement of the program's specific strategic priorities. In some cases, the Board reviews and recommends proposals to be supported. Membership is made up primarily of Aboriginal entrepreneurs and individuals with backgrounds in business and economic development.

♦ Canadian Intellectual Property Office

The Canadian Intellectual Property Office (CIPO) is responsible for granting and registering intellectual property rights in Canada and for ensuring that the information acquired, in exchange for such rights, is made available to the public. The development, management and exploitation of intellectual property is important to Canada's economic development and international competitiveness. CIPO's role is to ensure that intellectual property contributes to an acceleration of Canada's economic development and that the benefits of the intellectual property system accrue to Canadians.

♦ Corporations

Corporations administers the Canada Business Corporations Act (CBCA), the Canada Corporations Act, and several other statutes, through the examination of applications for federal incorporation, continuance, amalgamation and dissolution of corporations; the management of a database on federal corporations and the collection, assessment and verification of information made available to the public. It issues exemptions from certain requirements of the CBCA and monitors and enforces compliance with various statutory requirements. As of April 1, 1995, the Corporations Directorate assumed responsibility for the Registration Division. The Office of the Registrar General within the Registration Division is the guardian of the Great Seal of Canada. Documents are issued under the Formal Documents Regulations, the Public Officers Act and the Seals Act (Commissions, Land Grants, Proclamations, etc.). The Division accepts and retains on file railroad deposits under Sections 104 and 105 of the Canada Transportation Act.

♦ FedNor

FedNor is the Federal Economic Development Initiative for Northern Ontario. Its mission is to promote economic growth, diversification, job creation and sustainable, self-reliant communities in Northern Ontario by working with community partners and other organizations to improve small business access to capital, information and markets.

In support of its mission, FedNor directs its efforts toward planning, developing and implementing innovative strategies designed to meet the needs of Northern Ontario. In addition, FedNor continues to maintain responsibility for delivery of the Community Futures Program throughout northern and rural southern Ontario. FedNor also remains positioned to continue to assist northern Ontario and rural southern Ontario in a manner that responds to the expressed needs of its stakeholders by providing a coordinated approach to economic development.

FedNor supports Industry Canada's strategic priorities of improving conditions for investment in the Canadian economy, of contributing to Canada becoming the most connected nation in the world, of improving Canada's innovation performance and the transition to the knowledge-based economy, of working with Canadian companies to increase Canada's share of global trade, of building a fair, efficient and competitive marketplace for business and consumers.

Ontario's 52 Community Futures Development Corporations (CFDCs) are governed by volunteers in partnership with FedNor, to help develop and diversify the local economy through community strategic planning, business counselling and investment in small business.

Through its community and business partnerships and networking within the region, and between the region and elsewhere; FedNor, through its offices in Sudbury, Sault Ste-Marie and Thunder Bay, ensures a strong Northern Ontario voice in national affairs.

♦ Measurement Canada

Measurement Canada administers and enforces the Electricity and Gas Inspection Act and the Weights and Measures Act. The mission of the Agency is to ensure equity and accuracy, where goods and services are

bought and sold on the basis of measurement, to contribute to a fair and competitive marketplace for Canadians.

Direct services provided by Measurement Canada include: calibration and certification of measurement standards; compliance assurance; device approval; marketplace surveillance; dispute investigation and accreditation. Other services and activities provided include: policy and legislative development and client services, including responding to complaints and enquiries.

♦ Office of the Superintendent of Bankruptcy

The Office of the Superintendent of Bankruptcy supervises the administration of the Canadian bankruptcy and insolvency process. It maintains a public record of bankruptcies and receiverships, as well as consumer and commercial proposals which enable individual debtors and viable businesses to reorganize their financial affairs and possibly avoid bankruptcy. It is responsible for the licensing, monitoring and disciplining of private sector trustees. The office of the Superintendent of Bankruptcy also helps maintain a sound and modern legislative framework, which promotes fair treatment of creditors and debtors and acts to deter abuses, and ensures public access to relevant insolvency data.

♦ Programs and Services Branch

The Programs And Services Branch is responsible for the administration of the Small Business Loans Act (SBLA), pursuant to which lenders in the private sector are encouraged to make term loans to small businesses, to finance specified fixed assets for new or expanded operations. Responsibility includes registration of loans made by lenders, auditing and adjusting of lender's claim for loss and interpretation of the program's legislation (Act and Regulations). The Branch also serves as the department's focal point for direction and coordination of all Industry Canada's financial assistance programs and business services' activities. These include program design and program policy development and interpretation. The Branch is responsible for providing secretariat services and related administrative support to the Programs and Services Board which serves as a forum for senior departmental officials to provide corporate direction in the selection, design, implementation and performance monitoring of financial assistance programs and business services originating from the various sectors of the department. It acts as a focal point for the Environmental Assessment function throughout the department and is responsible to ensure departmental compliance with the Canadian Environmental Assessment Act. It is also mandated to protect Crown interests through recovery action on defaulted loans, loan guarantees and contributions related to all departmental programs.

♦ Regional Offices

Industry Canada has regional and district offices across Canada. They deliver a wide range of Industry Canada programs and services to foster a fair and competitive marketplace. The regional offices also bring a national perspective to the development of micro-economic policy and the enhancement of national objectives by reflecting regional realities. The regional offices support international business development through the International Trade Centres (ITC) by helping firms to become export-ready and to be knowledgeable about markets and competitive opportunities. They also work closely with their portfolio partners, such as the Regional Agencies, the Business Development Bank of Canada (BDC), National Research Centre of Canada (NCR)/Industrial Research Assistance Program (IRAP) and other federal departments and agencies at the regional level as well as with the provinces and with the municipalities to offer business intelligence sevices through the Canada Business Services Centres (CBSC).

♦ Strategic Planning and Corporate Development Branch

The Strategic Planning and Corporate Development Branch directly supports the Assistant Deputy Minister (ADM), Operations Sector. On behalf of the ADM, the Branch provides analysis and advice on major operational policy issues facing the Sector, develops the Sector's strategic direction, objectives, performance measurement and accountability accords. The Branch plays a key role in improving service strategies and providing integration amongst the Sector's business units, and across the department's Marketplace Services, on emerging service delivery and corporate governance issues. In addition, the Branch is responsible for the management of central services, which are comprised of financial services, human resources management and organizational development for the Operations Sector, and the management of facilities (leased and owned properties), moveable assets, records and mail and telecommunications facilities for Industry Canada.

♦ Trade and Operations Integration and Management Consulting Branch (TOIMC)

This Branch comprises the Trade Integration Directorate (TID), the Operations Directorate and the Management Consulting Centre.

TID plays a key role in developing strong Team Canada partnerships across the federal government and the regions. TID serves as a focus within the Department of International Business Development (IBD) and promotes and integrates a range of departmental IBD-related initiatives. The Directorate is also responsible for ExportSource -- a leading-edge, award-winning, one-stop Internet site allowing companies to tap into the full range of Team Canada IBD services.

The Operations Directorate provides timely briefings, national program and special Departmental and Sectoral

project/initiative coordination and delivery, information dissemination, and other management support services to Regional Offices, to the Minister and Secretary of State and to senior officials (e.g., the ADM Operations, the DM and Associate DM) of the Department. The Operations Directorate is also responsible for national program delivery of Section 41 of the Official Languages Act (S41) in the Department.

The Management Consulting Centre provides consulting services on a broad range of issues within Industry Canada on a cost-recovery basis.

Spectrum, Information Technologies and Telecommunications Sector

The objective of this sector is to facilitate the development and use of communications technologies, systems and services that serve the economic and social needs of all Canadians. This responsibility includes formulating telecommunications and information policies, which provide an encouraging and predictable environment for investment and innovation; providing a competent base of expertise in technical and strategic issues in the area of systems interconnection and related telecommunications and information technology standards; ensuring the availability and usefulness of communications and information services to all Canadians; improving the international competitiveness of Canada's information technologies industry; accelerating Canadians connection to, competence on, and development of content on the Information Highway through programs such as SchoolNet, Community Access Program, Computers for Schools Program, Digital Collections Program and various Youth Employment Strategy Programs; enhancing the competitiveness of the information and communications industries through the delivery of innovation, trade support, investment promotion and policy advocacy programs; developing policies aimed at achieving Canadian interests in multilateral communications organizations such as the International Telecommunications Union (ITU); managing the department's bilateral telecommunications relationships; and, achieving international R&D cooperation and technical marketing. The Sector also strives to ensure the accommodation of as many users of the radio frequency spectrum as possible with a minimum of interference; promotes the development and growth of radio; manages spectrum use by Canadian broadcasters, operators and radio license holders; and, protects Canada's rights and interests regarding spectrum use through international agreements and regulations.

♦ Electronic Commerce Task Force

Electronic commerce is one of the key components in the Government's Connectedness Agenda. The Branch is coordinating the development of a comprehensive strategy for electronic commerce in Canada. It is working with the private sector, consumer and public interest organizations, the provinces and territories, and other federal government departments and agencies on a policy framework to build trust, clarify rules, and generally position Canada so that we can maximize the social and economic benefits derived from electronic commerce.

Policy Integration: Work is underway to encourage the take-up of electronic commerce and all sectors of the Canadian economy. In addition, the branch is undertaking research in the economic and governance implications of widespread electronic commerce, as well as Canada's progress over time, and as compared to other countries. The Branch is also working with the international community to establish a global environment for business growth and consumer acceptance of electronic commerce. It is engaged in policy development and coordination activity with the G-7/8, the World Trade Organization (WTO), the Asia Pacific Economic Cooperation forum (APEC) and the Organization for Economic Cooperation and Development (OECD).

Policy Development: The Branch also develops policies which build trust and confidence in the use of the information highway for commercial or private transactions. The Branch leads on information policy issues such as privacy and surveillance, electronic authentication and encryption, and the censorship of offensive content. The resolution of these policy issues will contribute to consumer and business confidence in electronic commerce.

SITT Sector Strategic Planning: The Branch also provides sector strategic planning and coordination services. Activities include the coordination of federal-provincial-territorial initiatives related to the information highway and electronic commerce, the coordination of statistical and research plans, the preparation of sector strategic plans, and the management of sector financial resources and administrative services, including ATIP.

♦ Information and Communications Technologies Branch

The Information and Communications Technologies Branch is committed to improving the competitiveness of the Canadian information and communications technologies (ICT) industries through its business analysis, trade, policy advocacy, technology and investment activities. It delivers R&D programs and is responsible for the delivery of programs and services such as CANARIE and Precarn. The Branch develops strategies and implements promotional programs to attract and retain value-added multi-national enterprise (MNE) activities in Canada. In addition, the Branch supports industry associations in their work in fields such as quality, standards, international marketing and strategic alliances for the ICT industry. The Branch also promotes Canadian interests in multilateral and bilateral telecommunications trade development and assists Canadian information and communications industries to access export markets and foreign technology. It leads the government role on the CANARIE program and develops initiatives to promote Internet service providers and electronic commerce in

Canada. A major activity for the branch is the development of information products and services to improve access by SMEs to market and business intelligence. This includes market studies, a clearinghouse on networking initiatives, directories of company capabilities, a database on financing options and sources, industry surveys and statistics, published on Strategis.

♦ Information Highway Applications Branch

The Information Highway Applications Branch works toward accelerating Canadians connection to, competence on, and development of content on the Information Highway through programs such as SchoolNet; Community Access Program; Computers for Schools Program; SchoolNet Digital Collections Program; SchoolNet First Nations Program; SchoolNet Grassroots Program; SchoolNet International Program; National Graduate Register; and various Youth Employment Strategy Programs. This includes fostering the innovation and information technology skills needed for a knowledge-based economy; encouraging the development of multimedia learnware applications and the development of a Canadian multi-media learnware industry; fostering the expansion of community networks; and encouraging the provision of "Public Lanes" or non-commercial space on the information highway.

♦ Radiocommunication and Broadcasting Regulatory Branch

Under the authority of the Radiocommunication and Broadcasting Acts, the Radiocommunication and Broadcasting Regulatory Branch develops spectrum management regulatory and operational policies and procedures. The Branch also plans, authorizes and manages radio spectrum use by Canadian operators and radio licence holders, and certifies broadcasting facilities. Its principal activities include: pursuing and protecting Canadian regulatory interests in the International Telecommunication Union and other bilateral or multilateral fora where International regulations, allocations, standards and planning methods are developed; drafting legislation and regulations required for the spectrum management program; licensing the operation of radio facilities including mobile radio systems, satellites, microwave relay stations, amateur radio stations, etc.; certifying broadcasting facilities (CATV, television, AM and FM); coordinating enforcement with respect to non-compliance, for example, illegal broadcasting stations and the use of illegally modified (chipped) satellite and cable decoders; developing and promulgating all operational policies and procedures; operating, maintaining and updating the automated spectrum management system (SMS) used by all departmental spectrum field offices; conducting examinations for radio operators, and; planning for the continuity of telecommunications in the event of a national emergency, including catastrophic earthquakes.

♦ Spectrum Engineering Branch

The Spectrum Engineering Branch performs the engineering studies required for rational communications policy and the accommodation of new technologies. It is responsible for all engineering issues required for the effective and efficient delivery of the spectrum management program, the Terminal Attachment Program, as well as the technical planning and regulation of all broadcasting facilities in Canada. It is also responsible for engineering aspects of the national and international negotiations and legal arrangements needed to ensure the orderly introduction of new telecommunications technology and evolution of the Canadian telecommunications system. Its main activity is to conduct all engineering studies required as a basis for: the international negotiation of spectrum allocations; the development of domestic policy for the exploitation of those allocations; international and domestic spectrum sharing agreements and, finally; the corpus of engineering plans, standards, specifications and procedures necessary for the assignment of interference-free frequencies to Canadian radio services and assurance of the continuing quality of the spectrum and the Canadian telecommunication system. Ancillary services are provided through: the development of automated tools for spectrum management; the promotion of spectrum management technology to Canadian industry for export; the provision of laboratory and test facilities to support the Branch's engineering analysis and certification obligations; ensuring the maintenance and staging of spectrum surveillance vehicles and Integrated Spectrum Observation Centre (ISOC) equipment; providing engineering support to regional spectrum offices and; under an IC/DND MOU, the performance of the spectrum management engineering functions required to ensure the compatible accommodation, in Canada, of the radio facilities of the Department of National Defence and its military allies. In short, the Branch is responsible for all engineering aspects of the implementation of the Radiocommunication, Telecommunication, and Broadcasting Acts with the primary objective of forestering electromagnetic and regulatory environments, both domestic and international, in which Canada's multi-billion dollar telecommunications service and manufacturing industries will continue to prosper. A fundamental aspect of this work is that the Branch provides Canada's primary technical interface with all of the responsible international bodies in the field, such as: the International Telecommunication Union, (ITU) and its radio and telecommunications arms (ITU-R and ITU-T), the International Special Committee on Radio Interference (CISPR), and a broad range of other regional, multinational and binational affiliations. It is also the focus for the technical negotiations for mutual recognition agreements with other countries and world regions to facilitate international trade in telecommunications products.

♦ Task Force Year 2000 Secretariat

The Task Force Year 2000 Secretariat was formed in September 1997, to support the work of the private sector Task Force Year 2000 created by Industry Minister John Manley. The mandate of the Task Force, and hence the ongoing mandate of the Secretariat, is to encourage private sector preparedness in dealing with the well known millennium computer bug associated with difficulties in reading two-digit date codes. In July of 1998, the Task Force completed its work with the publication of its final report, "A Call for Action: The Eleventh Hour." The Secretariat will continue its efforts through the end of the millennium to encourage and assist businesses in planning and executing Year 2000 compliance activities.

♦ Telecommunications Policy Branch

The Telecommunications Policy Branch formulates policies, recommendations, regulations and legislation governing and promoting the orderly development and efficient operation of the telecommunications facilities and services required by Canadians for national and international communications, including the present and future use of the radio frequency spectrum and use of geostationary orbits. The Branch develops policy proposals related to the structure of the industry providing telecommunications services; develops policy proposals fostering the orderly development and use of Canadian national and international telecommunications facilities and networks, including radio licensing policies and technical standards; assumes policy development, coordination and representational functions in multilateral and bilateral telecommunications negotiations; develops business and regulatory policy proposals affecting the telecommunications industry, new media and the Internet including regulatory reform proposals, and develops analysis and recommendations respecting the possible review by the Governor in Council of regulatory decisions.

Technology Partnerships Canada (TPC)

Launched in the March 1996 Federal Budget, TPC represents a key element of the Government of Canada's Jobs and Growth Agenda; providing a unique "investment approach" designed to enhance wealth creation by making Canadian firms more innovative.

In partnership with the private sector, Technology Partnerships Canada makes strategic investments in high tech product and process development projects (including demonstration) to promote economic growth and job creation in high growth knowledge-based economic sectors. TPC targets aerospace and defence, including defence conversion, as well as enabling and environmental technologies.

TPC investments are fully repayable. The government shares with industry in the upfront R&D costs needed to finalize competitive products and bring them to market. If the products are successful, the government collects a royalty on sales.

Information Holdings

Program Records

Aboriginal Business Canada
Description: Aboriginal Business Canada provides a range of support and services to Aboriginal businesses across Canada. The program focuses on four strategic priority areas for support: trade and market expansion, including Aboriginal tourism, innovation, youth entrepreneurship, and strengthened Aboriginal business and financial institutions. ***Topics:*** All components of the Canadian Aboriginal Economic Development (CAED) Strategy relating to Business Development, Joint Ventures, Capital Corporations and Research and Advocacy; Special Agricultural & Rural Development; Native Economic Development. ***Program Record Number:*** IC IC 010

Access to Information and Privacy
Description: Records relating to the administration of the access to information and privacy legislation, information collection and public opinion research, information management practices and inventories of information holdings. ***Topics:*** Policy; procedures; reports; studies; audits; legal advice; training; surveys; personal information banks and classes; disclosures to investigative bodies; Info Source; delegation of authority; consultations; requests; complaints and correspondence. ***Access:*** Information is filed by subject. Individual requests are filed by name and sequential number by fiscal year. ***Storage Medium:*** Paper file and EDP system. ***Program Record Number:*** IC IC 020

Advanced Devices and Reliability
Description: Information pertaining to research and development of new microelectronic devices and circuits, particularly those based on compound semiconductor materials such as gallium arsenide (GAAs), and the evaluation of these materials in regard to their suitability for device and circuit fabrication. ***Topics:*** Device and circuit fabrication processes and evaluations; GAAs high-speed logic optoelectronic devices and circuits for data processing; and broadband switching applications. ***Program Record Number:*** IC IC 030

Behavioural Research
Description: This bank contains reports, studies, field trial evaluations, surveys and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the

process of preparing a report to establish the identity and credibility of the source. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. ***Program Record Number:*** IC IC 040

Broadcast Engineering Database
Description: This bank contains technical and administrative information related to broadcasting certificates. The information is used in the issue, renewal and amendment of certificates under the Radiocommunications Act and in providing technical certification to the Canadian Radio-Television and Telecommunications Commission (CRTC) to permit the issue of broadcast licenses under the Broadcasting Act. It is also used in meeting the technical criteria in bilateral agreements with the U.S.A. and agreements administered by the International Telecommunications Union (ITU). Some of this information is shared with: the Department of Transport to ensure that transmission of FM broadcasting stations do not interfere with aircraft communications; Energy, Mines and Resources Canada in preparing topographical maps; CRTC; Federal Communications Commission of the U.S.A. (FCC) related to the above agreements. ***Program Record Number:*** IC IC 050

Broadcast Technologies Research and Development
Description: Information on research and development in broadcasting and related technologies, systems and services. ***Topics:*** Television; sound (radio); datacasting; imagery; video and film generation; interactive home-services; behavioural research; broadcast standards and networks. ***Program Record Number:*** IC IC 060

Cable Television Database
Description: This bank contains technical and administrative information related to broadcasting certificates for cable television distribution systems. The information is used in the issue, renewal and amendment of certificates under the Radiocommunications Act and in providing technical certification to the Canadian Radio-Television and Telecommunications Commission (CRTC) to permit the issue of licenses under the Broadcasting Act. Parts of this information are shared with: the Department of Transport to ensure that transmission towers do not interfere with aircraft communications and navigation, and with the CRTC. ***Program Record Number:*** IC IC 080

Canada Awards for Business Excellence
Description: Covers subjects relating to Canada Awards for Business Excellence. ***Topics:*** Dealings with businesses, industries and individuals, relating to specific categories of Canada Awards for Business Excellence, finalists and winners in each category; presentation ceremony events such as public relations, invitations, banquet, entertainment; promotion such as mailing list, advertising, entry kits, entry solicitations, flyers, pins, buttons, posters; proposals such as reports, bids, etc. from consultants who want to participate in the adjudication and events and networks of centres of excellence. ***Program Record Number:*** IC IC 090

Communications Application Research
Description: Information on the development, implementation, testing and marketing of new or improved communications and information technology products and services to meet the requirements of industry, governments and special needs groups such as people with disabilities, aboriginal peoples, seniors and those in remote locations. This involves project management resulting from the application of policy and R & D developed by the Department and its partners. ***Topics:*** Social and informatics applications, disabilities, native syllabics, database industry. ***Program Record Number:*** IC IC 110

Competition
Description: Information on enquiries, complaints, legal proceedings and prosecutions under the Competition Act. ***Topics:*** Program of compliance; international agreements; co-operation and liaison; enquiries and investigations; exports; imports; investments; textiles labelling; merchandising; mergers and pre-notifications; monopolies; price fixing; research; sales; services; tariffs; trade marks; transportation; warranties; guaranties. Industries: agricultural and retail services, fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. ***Access:*** Case files are arranged under the 18 major groups of the standard industrial classification system. ***Storage Medium:*** Microfilm, magnetic tape. ***Program Record Number:*** IC IC 120

Components and Subsystems
Description: Information pertaining to research and development on the design, testing and application of GAAS monolithic microwave integrated circuits (MMIC), miniature hybrid microwave integrated circuits (MHMIC), components for use in the EHF frequency band, and the design and application of silicon very large scale integrated circuits (VLSI). ***Topics:*** MMIC components and devices; EHF MHMIC components; high speed digital components; and phased array antennas (for communications, radar and microwave landing system application). ***Program Record Number:*** IC IC 130

Conflict of Interest
Description: Information on conflict of interest provisions. ***Topics:*** Reports and appointments; and correspondence with federal government departments,

agencies, councils and commission; conflict of interest responsibilities – trust, measures for Lieutenant Governors, Ministers, their exempt staff, Parliamentary Secretaries, Governor in Council appointees, full-time ministerial appointees and public servants; supplementary measures for members of government departments, corporations, agencies, boards, commissions and other tribunals. ***Program Record Number:*** IC IC 140

Consumer Affairs
Description: Information on consumer issues, policy, marketplace trends and grants and contributions to consumer groups. ***Topics:*** Applications for funding ***Program Record Number:*** IC IC 150

Consumer Products – General
Description: Information on regulations, company liaison, complaints and enquiries, reference materials, sampling and testing, and enforcement concerning specific products. ***Topics:*** Alarm and protective devices; artist supplies and stationery; appliances; automotive; entertainment; furnishings; furniture care supplies; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and children's products; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tobacco; tools and workshop equipment; toys; compliance. Complaints analysis – established to analyse product – related complaints by the Branch. ***Access:*** Files are arranged by product. ***Storage Medium:*** EDP System. ***Program Record Number:*** IC IC 160

Consumer Products – Packaging and Labelling
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, sampling and testing concerning non-food products. The portion relating to agri-food and labelling has been transferred to the department of Agriculture Canada. ***Topics:*** Surveillance and liaison with Canadian General Standards Board. ***Access:*** Files arranged by subject with a case file arrangement for company enquiries by name. ***Storage Medium:*** A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. ***Program Record Number:*** IC IC 170

Consumer Products – Precious Metals and Fur Garment Marking
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. ***Topics:*** Fur: garment marking, liaison, surveillance and enforcement; precious metals marking: liaison, surveillance and enforcement, foreign government marks, national mark, trade marks. ***Access:*** Files arranged by subject with a case file arrangement for company enquiries by name. ***Storage Medium:*** A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. ***Program Record Number:*** IC IC 180

Copyright and Industrial Design
Description: Information on copyright and industrial design legislation. ***Topics:*** Copyright Act, Industrial Design Act; copyright and industrial design case files; Timber Marking Act; registration and revision, enquiries, surveys, consultations with provinces, the private sector, and other departments; registration, and complaints and enquiries about authors' and designers' works; applications for licenses. ***Access:*** Registration and files arranged by subject with cases filed numerically by subject, registration and applicant name. ***Storage Medium:*** EDP system. ***Program Record Number:*** IC IC 190

Corporations
Description: Information concerning incorporation of federal companies – contains data on federal corporations which are used for internal record keeping and information dissemination via Canada Corporations Bulletin. The master file also contains data used for the issuance of certificates of incorporation and corporate changes, and for the administration of Directorate programs dealing with compliance enforcement activities. ***Topics:*** Applications, charters, financial statements, annual returns, enquiries, liaison with companies, enforcement and surveillance investigations; exemptions; take-over bids; boards of trade; corporations. ***Access:*** Files accessible by corporation name with a numeric case file arrangement. ***Storage Medium:*** Microfiche and EDP systems. ***Program Record Number:*** IC IC 200

Departmental Programs
Description: Governmental programs carried out by the department and includes correspondence and material related to the initial contact with applicants, initial requests for information, investigations and analysis.
Topics: Programs include: Acid Rain Abatement Program (ARAP); Canada Scholarships; PRECARN - Grants & Contributions; computers for Schools; Environmental Technology Commercialization Program (ETCP); Schoolnet - Community Access Program; Defense Industry Productivity Program (DIPP); Technology Outreach Program (TOP); Program for Export Market Development (PEMD); Federal Economic Development Initiative in Northern Ontario (FedNor); Ontario Community Futures Program ; Technology Partnerships Canada (TPC). ***Program Record Number:*** IC IC 300

Economic Policy
Description: Information on economic and industrial policies; trade; financial institutions; the environment.

Topics: Federal-provincial relations; foreign; monetary; prices – indexes and surveys regional situation; regulations; taxes; unemployment; industries; Canada, distribution, industry, legislation and programs, prices and indexes, processing, retailing, United States; agreements on tariffs and trade, United Nations Committee on Trade and Development; tariffs – imports, quotas; trade – agreements, extra-territoriality. ***Access:*** Files arranged by subject. ***Program Record Number:*** IC IC 210

Electricity and Gas
Description: Information on the electricity and gas program. ***Topics:*** Electricity – approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas – inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications. ***Storage Medium:*** EDP system. ***Program Record Number:*** IC IC 220

Emergency Telecommunications
Description: Information on emergency telecommunications planning in support of the Department's mandate summarized in Emergency Planning Order PC 1981-1305 dated May 21, 1981. ***Topics:*** Emergency preparedness and crisis management; interdepartmental, intergovernmental and international committees on civil emergency planning; emergency telecommunications programs and contingency plans; national warning system emergency planning and support by regions; NATO and U.S./Canada military and civil exercises. ***Program Record Number:*** IC IC 230

Engineering
Description: This class of documents contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. ***Topics:*** Equipment type approval; technical methods, practices, procedures and standards; development and engineering. Spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development. ***Program Record Number:*** IC IC 240

Entrepreneurship and Small Business
Description: The analysis of small business issues and development of policy and program options, advocacy of small business interests within the department and across the federal government and promotion of entrepreneurship. ***Program Record Number:*** IC IC 250

Industry Development
Description: Information on the development of Canadian products industries for Canadian and Foreign markets. ***Topics:*** Beverages; adhesives; petroleum and industrial chemical products; plastics; commercial services; consumer products – cultural products, leisure products, sporting goods; construction industry; defence industry; distribution services; electrical and electronics; communications equipment; environmental industry; fishing and trapping; food industries; forest industries – wood products, pulp and paper; furniture and fixtures – business and household products; information technology; leather and applied products; machinery; metals and minerals – iron, steel, non-ferrous; oil & gas, paper and allied products; retail trade; rubber products; scientific and professional industries; textile industries; tobacco products; transportation – air, marine, automotive, military, railway and street railway; wood industries – fabricated materials; framework policies; biotechnology. ***Program Record Number:*** IC IC 290

Industry Structure and Services
Description: Policies relating to corporate relations and services in the telecommunications carriage industry. ***Topics:*** Legislation; competition; terms and conditions of service; terminal attachment. ***Program Record Number:*** IC IC 310

International Comparative Policy Group
Description: Information on Canada's telecommunications and cultural relations with multilateral trade organizations as well as Canada's bilateral relations with the United States in the field of telecommunications to ensure the successful pursuit of Canada's bilateral interests, and the promotion of the Canadian communications trade and industry. Also, information, studies, briefs and documentation on related cultural and communications policies in selected foreign countries. ***Topics:*** Canada United States trade relations; spectrum coordination matters; cable and satellite retransmission rights; satellite services – direct broadcasting satellites (DBS); European Economic Community (EC); Organization for Economic Cooperation and Development (OECD); Asia Pacific Economic Cooperation (APEC); comparative policy analyses of Canadian communications policies versus those of other countries and regions. ***Program Record Number:*** IC IC 320

International Telecommunications
Description: Information pertaining to Canada's involvement in international organizations with responsibilities for international telecommunications services, for the elaboration of international guidelines for such services, or for the discussion of communications issues. ***Topics:*** Implementation of ITU conference decisions; telecommunications development and training; International Telecommunications Satellite Organization (INTELSAT); International Maritime Satellite Organization (INMARSAT); Conference of Inter-American

Telecommunications (CITEL); International Committee on Space Research (COSPAR); Search and Rescue Satellite (SARSAT); Telecom Executive Management Institute of Canada (TEMIC); Pacific Telecommunications Council (PTC); International Maritime Organization (IMO); International Civil Aviation Organization (ICAO); Commonwealth Telecommunications Organization (CTO); Francophone Telecommunications Agency (ATF); Caribbean Telecommunications Union (CTU); United Nations Committee on Peaceful Uses of Outer Space (UNCOPUOS); North Atlantic Treaty Organization (NATO). ***Program Record Number:*** IC IC 330

International Telecommunications Union (ITU) Activities
Description: Information pertaining to Canada's involvement in the International Telecommunications Union activities in consultation, management, regulation, development, standards setting and technical assistance. ***Topics:*** Administrative Council annual meetings; World Administrative Radio Conferences (WARC); mobile and fixed services, space (use of the geostationary-satellite orbit), medium-frequency broadcasting (western hemisphere), high-frequency broadcasting; International Frequency Registration Board (IFRB); International Radio Consultative Committee (CCIR); national and international study group meetings, plenary assembly meeting (every four years); International Telegraph and Telephone Consultative Committee (CCITT); national and international study group meetings, plenary assembly meeting (every four years); plenipotentiary conference; world and regional telecommunications development conferences as well as continued ITU world and regional Telecom Commercial Trade Symposium. ***Program Record Number:*** IC IC 340

Investment Research and Policy – Research Projects
Description: Information and correspondence pertaining to specific research projects. ***Topics:*** General; Decimal studies and reports; joint venture projects; high tech studies; venture capital project; scanning model; health care industry in Canada; foreign investment, technology and economic growth; investment flows; strategic alliances; key company analysis; mergers and acquisitions; corporate taxation; Phoenix project; Canada's technological capabilities; Canadian investment to year 2000; portfolio investment project; Gleneagles research project; CDIA and Trims project; Canadian minority equity participation; world product mandate; Canada's fair share of international direct investment; Canada's leading companies; investment activity database; business roundtable discussions on international investment issues (Conference Board of Canada); multi-lateral investment agreement-Strategicon; multinationals and international competitiveness. Research series – Corporate Globalization through mergers and acquisitions; foreign investment, technology and economic growth; Canadian direct investment abroad; Multi-national enterprises in North America. ***Access:*** By specific issue or project. ***Program Record Number:*** IC IC 350

Investment Research and Policy – Working Papers
Description: Includes correspondence relating to the various working papers written for the Agency by research and policy. ***Topics:*** Working papers-general; Canadian Minority Equity Participation in Foreign Controlled Subsidiaries; Subsidiary Strategy in a Free Trade Environment; Formation and Operation of Joint Ventures in Canada; Trends and Traits of Canadian Joint Ventures; Business Implications of Globalization; International Investment; Canadian Developments in a Global Context; Opportunities and Challenges of North American Free Trade: A Canadian Perspective; A Multilateral Investment Accord: issues, models and options; International Investment and Competitiveness; Contribution of Investment and Savings to Productivity and Economic Growth in Canada; Business Performance Following a Takeover; Foreign Investment in Canada: Measurement and Definitions; Issues Surrounding Merger and Acquisition Activity in Canada and by Canadian Firms Abroad; Foreign Investment Protection Agreements: A Canadian Perspective; Extraterritoriality in the 1990s; Foreign Multinationals and Canada's International Competitiveness; Economic Integration in North America: Trends in Foreign Direct Investment. ***Access:*** By specific topic or title. ***Program Record Number:*** IC IC 360

Investment Review – Legal Opinions
Description: Contains information on ministerial opinions and related information concerning requests that the Minister determines whether he/she is satisfied that a delay in implementing an investment would result in undue hardship to the investor or would jeopardize the operations of the Canadian business that is the subject of an investment; Views and opinions on the applicability of the provisions of the Investment Canada Act, regulation and interpretation notes, in response to written requests submitted by one or more parties to an Investment and Ministerial opinions and related information as to whether or not an investor is a Canadian as defined in the Investment Canada Act. ***Topics:*** Status opinions – rules respecting control of entities; trusts; corporations deemed to be Canadian; equal ownership of a corporation; transitory provisions concerning Foreign opinion; Corporate reorganization; acquisition of control; joint ventures; partnerships; indirect acquisitions; oil and gas properties and mining properties; business and Canadian business; calculation of thresholds; step transaction; absolute rights. ***Access:*** Files arranged by name of applicants who ask for an opinion (individual, company, partnership, joint venture, government or agency of a foreign corporation). ***Program Record Number:*** IC IC 370

Legal Metrology
Description: Information on metering, specifications, symbols and standards, metric conversion, international

measurement, international standards, and Canada's participation in international working groups and Canada's comments and votes. Programs include Organisation internationale de métrologie légale. ***Topics:*** Calibrations; liaison with associations, councils and international organizations; technical enquiries; metric conversion; misleading advertising and standards. ***Program Record Number:*** IC IC 380

Lobbyists Registration
Description: Information concerning the registration of lobbyists. ***Topics:*** Lobbyist registration, information systems, forms, legislation, regulation, policies and procedures, and administration, studies. ***Access:*** Files arranged by subject. ***Storage Medium:*** EDP system. ***Program Record Number:*** IC IC 390

Marketing Practices
Description: Enquiries, complaints, investigations, legal proceedings, interpretations and correspondence on misleading advertising and deceptive marketing practices. ***Topics:*** Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Quebec, Atlantic and headquarters); program of compliance; surveys and studies. ***Access:*** Files are arranged by subject, company and individual name. ***Storage Medium:*** EDP system. ***Program Record Number:*** IC IC 400

Mobile Satellite Program
Description: The Mobile Satellite (MSAT) Program, begun in the latter part of 1980, exists to foster development of new mobile telecommunications services in Canada. The program has changed from a government demonstration system to a commercially led Canada-U.S. joint venture supported by both the Department and NASA. Under the revised program Telesat Canada is to seek agreements with an American commercial operator to be licensed by the FCC. Telesat is to design the system and procure the spacecraft. The Department's responsibilities during the implementation phase include supporting technology development for the spacecraft and ground terminals, supporting Telesat in negotiation of business arrangements in Canada and the United States, ensuring adequate spectrum allocation and sharing arrangements with the United States, issuing supportive telecommunications policies, and supporting Telesat by the sharing of technological and market risk in the first generation system. ***Topics:*** Program and project control; system and service description; committees and working groups; international liaison; domestic and international agreements; program development; contracts and studies plan; spectrum sharing and allocation; policy and regulatory issues. ***Program Record Number:*** IC IC 410

Network Policy and Standards Management
Description: National policies related to the orderly development and implementation of telecommunications networks and standards, and management of the Canadian national effort in the CCITT or the ITU. ***Topics:*** Network development; standards policy; northern communications. ***Program Record Number:*** IC IC 420

Notifications
Description: Information concerning the notification of investments by non-Canadians – a complete record of the notification of each non- Canadian investment, from the submission of a notice to the issuance of a receipt by the Agency. ***Topics:*** Notices in prescribed form; subsequent correspondence with investors; consultations with relevant provincial governments and federal departments concerning investments related to Canada's cultural heritage or national identity; statutory receipts; orders for the review of investments relating to Canada's cultural heritage or national identity. ***Access:*** Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country). ***Program Record Number:*** IC IC 430

Office of the Superintendent of Bankruptcy
Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies. ***Topics:*** Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries – civil law, common law; bonds and bonding; claims; conferences; liaison – foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; licences; offenses; petitions; projects; prosecutions; reports and statistics; trustees; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. ***Access:*** Trustee files are arranged by name of individual or corporation. ***Storage Medium:*** EDP system; contains insolvency data used by bankruptcy offices to publish bankruptcy notices. ***Program Record Number:*** IC IC 440

Optical Communications Technologies
Description: Information pertaining to research and development on optical communications and electrophotonics that have application in communications and informatics. ***Topics:*** Research on standards; field trials; optical computing and switching; optical and passive waveguides; military applications; fibre optics local networks. ***Program Record Number:*** IC IC 450

Patents
Description: Information concerning inventive works. ***Topics:*** Applications, registrations, licensing, legal actions, studies, surveys, correspondence, regulation, complaints and enquiries, and research and technical data; liaison with universities, associations, departments, foreign governments, provinces; information retrieval; court actions, legislation; agents; classification; public servants' inventions; technology. ***Access:*** Files arranged by subject with a large case system by applicant names.

Storage Medium: Paper file and EDP system. ***Program Record Number:*** IC IC 460

Radio Communications Technologies
Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. ***Topics:*** Radio communications technology; radio frequency environment, radio systems techniques; radio networks; military communications. ***Program Record Number:*** IC IC 480

Radio Propagation
Description: Information on the transmission of radio waves in the very low-frequency (VLF) through the extra high-frequency (EHF) bands and the design and management of analog and digital communication systems for both civilian and military applications. ***Topics:*** VHF/UHF propagation studies, experiments and modelling; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies; wireless local area networks; UHF/VHF prediction Program and Topographic Database. ***Program Record Number:*** IC IC 490

Regional Development
Description: Covers records related to the promotion of regional economic development. ***Topics:*** Economic development in areas of Canada where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative in Northern Ontario (FedNor); Various federal-provincial economic & regional sub-agreements; Miscellaneous programs which expired but which may have a small number of projects still not completed. ***Program Record Number:*** IC IC 500

Registration
Description: Information on formal documents, regulations, studies, enquiries, correspondence with other federal and provincial government departments, certified copies, deeds, land grants, railway mortgages and letters patent of incorporation ***Topics:*** Expropriations, land grants, railway mortgages, pardons, proclamations, warrants of extradition. ***Storage Medium:*** Microfilm and EDP systems. ***Program Record Number:*** IC IC 510

Review of Applications
Description: Information on the review of non-Canadian investment proposals – a complete record of the review of each non-Canadian investment proposal, from the submission of an application to the Minister's decision whether or not the investment is likely to be of net benefit to Canada; in the case of investments that the Minister has decided are likely to be of net benefit to Canada, a record of investor performance with respect to plans and undertakings. ***Topics:*** Application in prescribed form; certificates of receipt; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; results of monitoring the performance of investors' plans and undertakings, including the renegotiation of plans and undertakings that have not been fulfilled. ***Access:*** Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country). ***Program Record Number:*** IC IC 520

Satellite Communications
Description: Information on the research and development of communications and other space systems and subsystems. ***Topics:*** Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals. ***Program Record Number:*** IC IC 530

Science and Technology
Description: Information on the federal science and technology development of framework policies. Programs: Canada Scholarships Program; Computers for Schools Program. ***Topics:*** Scientific and professional industries; advanced industrial materials; computer technology; consumer electronics for computers; futurology; health care products; instrumentation; intellectual property; medical and pharmaceutical products; microelectronics technologies software systems; services and telecommunications technologies; technology transfer. ***Program Record Number:*** IC IC 540

Spectrum and Orbit Policy
Description: Domestic telecommunications policies on spectrum utilization, frequency and orbital allocations and radio systems. ***Topics:*** Strategic Spectrum Policy Framework for Canada, Review of Spectrum Utilization Policy in the Range 30-896 MHz, Part II, Reviews of frequencies in the ranges 1-10 GHz and 10-30 GHz, Canadian Frequency Allocation Proposals to the 1992 World Administrative Radio Conference (WARC-92). ***Program Record Number:*** IC IC 550

Spectrum Management Operations
Description: This class of documents contains information on the application of the Radiocommunications Act and the development and administration of regulations. ***Topics:*** Call signs; procedures; standards and practices; regulations; spectrum management. Computer system operation:

data management, Assignment Licensing System (PIB 2004), General Radio Service Licensing System. Interference: complaints and suppressions; prosecutions for unauthorized installations; Radio Operator Certification Records. Frequencies: coordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance). ***Program Record Number:*** IC IC 560

Systems Interconnection Research
Description: Information on research and development in computer/data communications and information technology. Particularly comprehensive data on Open Systems Interconnection and standards. Information is held in the form of reports, studies, national standards, international standards and standards committee working documents. ***Topics:*** Open Systems Interconnection, Integrated Services Digital Networks, Standards, Conformance Testing, Systems Architecture, Text and Office Systems. ***Program Record Number:*** IC IC 570

Technology and Policy Planning
Description: Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies. ***Topics:*** Technology assessment, research environment, telecommunications program design and assessment; artificial intelligence, new video technologies, electronic publishing, information technology; Vision 2000 Project. ***Program Record Number:*** IC IC 580

Telecommunication Regulatory Service
Description: Policies relating to the regulation of the telecommunications industry. ***Topics:*** Regulatory reform; regulatory policy and planning. ***Program Record Number:*** IC IC 260

Textile Labelling
Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, sampling and testing of textile products. ***Topics:*** Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils, industries, associations; identification numbers (CA); importation; laboratory compliance program; surveillance and enforcement; investigations; surveys; testwork; upholstered and stuffed articles; reference material. ***Program Record Number:*** IC IC 590

Tourism
Description: Information on the advertising, marketing plans including the Rendez-vous Canada promotion which is held annually in Canada, research and analysis, industry development, and also deals with the economic & regional development agreements relating to tourism development. ***Topics:*** Research, Economic and Regional Development Agreements. Industry development: aboriginal; accommodation; adventure; attractions; cities; culture; distribution; food services; leisure & sport; parks; speciality tourism; touring; transportation. Issues: environment; human resources; investment; taxation; technology. Marketing: advertising; External Affairs and International Trade Canada; regional offices; media relations; partnerships; public relations; rendez-vous Canada. ***Program Record Number:*** IC IC 600

Trade Marks
Description: Information concerning trade marks and their uses. ***Topics:*** Applications, registrations, licensing, regulation, correspondence and enquiries; trade marks interpretations; abandonments; appeals, oppositions, registered users, trade mark agents and examinations; appellation of origin. ***Access:*** Files arranged by subject with case filing by trade marks. ***Storage Medium:*** EDP system. ***Program Record Number:*** IC IC 610

Urea Formaldehyde Foam Insulation (UFFI)
Description: Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. ***Topics:*** Federal government departments and agencies; federal- provincial relations – conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company enquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing – pilot and main projects. ***Access:*** Case files are arranged by name and address of owner. ***Storage Medium:*** EDP Systems. Urea formaldehyde insulation system – established to control and monitor amount of money requested by homeowner and the amount spent to provide information on homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program. ***Program Record Number:*** IC IC 620

Weights and Measures
Description: Information on the measurement of volumes, linear and cubic area, and mass. ***Topics:*** Linear and cubic area – approvals, calibrations, statistics; mass and volume – approval, calibration, technical information, metric conversion, tests and test methods; interpretations, specifications, prosecutions, standards, testing and iteration measurement. ***Storage Medium:*** EDP system. ***Program Record Number:*** IC IC 630

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits
Budgets
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Operations Sector

Registration System

Description: This bank includes all bankruptcies, proposals and receiverships filed under the Bankruptcy and Insolvency Act in Canada. The information content includes personal and business characteristics such as names and addresses, total assets and total liabilities, name of the insolvency practitioner, date of the first meeting of creditors, dates of the bankrupt person's and the estate practitioners' discharges and the total dividends paid to the creditors. The Social Insurance Number is captured on behalf of Revenue Canada but is not accessible by the office of the Superintendent of Bankruptcy. The files are arranged in by the estate number generated by the system but can be queried by estate name and are entered through the 14 field offices of the Superintendent of Bankruptcy. The data is updated into the national base every 24 hours. ***Class of Individuals:*** Individuals in bankruptcy, in receivership or having filed a proposal. ***Purpose:*** This bank is used to facilitate the regulatory control of the insolvency processes and for trustee monitoring and audit purposes. Statistical reports are also ran against the bank. ***Consistent Uses:*** Canada Customs and Revenue Agency, Taxation, receives part of the data to facilitate the treatment of income tax returns. ***Retention and Disposal Standards:*** Currently from 1990. An historical bank exists that goes back to 1978 but is not loaded in the system. Disposal to be determines. ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 003550 ***Bank Number:*** IC PPU 058

3 Year Review Database

Description: This bank is a sampling base for the revision provisions of the Bankruptcy and Insolvency Act. The only personal information is the estate name for data integrity purposes. All information come from existing data at the office of the Superintendent of Bankruptcy. ***Class of Individuals:*** Individuals in bankruptcy or have filed a proposal. ***Purpose:*** To monitor the impact of the amendments to the Bankruptcy and Insolvency Act in 1992. ***Consistent Uses:*** To prepare statistical analysis. ***Retention and Disposal Standards:*** At least until 1995. The information is kept at the head office of the Superintendent of Bankruptcy. ***PAC Number:*** 78/005 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 003556 ***Bank Number:*** IC PPU 064

Aboriginal Business Canada

Description: Covers records related to fostering business development among Canada's Aboriginal people through Aboriginal Business Canada. Includes such material as initial contact, request for information, investigation and analysis, project monitoring, claims and payment, business performance review, and program evaluation. The following programs are included: Aboriginal business Development & Joint Ventures Program; Native Economic Development Program; Special Agricultural & Rural Development; Aboriginal Program; Aboriginal Capital Corporations. The types of information which the bank contains are: names, addresses, telephone numbers, gender (in some cases), and Aboriginal ancestry and other related data on program clients and other Aboriginal peoples interested in business development and entrepreneurship. ***Class of Individuals:*** The personal information relates to business clients, entrepreneurs and other Aboriginal people who have made application for financial assistance or have participated in a program-sponsored data collection exercise. ***Purpose:*** Information is collected for the purpose of determining eligibility, to assess the applicant's request for financial assistance, to review the data on applicants, and to assist in the development of new Aboriginal entrepreneurs in Canada. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 003408 ***Bank Number:*** IC PPU 008

Aboriginal Compensation

Description: This bank contains information related to the establishment of salary scales in conformity with national, provincial or regional benchmarks; the

establishment of salary scale comparisons with similar financial entities; the fixing of acceptable variances between salary and cash incentives; resolving issues of long-term incentive compensation using industry norms and the establishment of allowable tolerances for turnover. ***Class of Individuals:*** The information in this bank relates to 171 employees working for the Aboriginal Capital Corporations across Canada. ***Purpose:*** The information will result in a report which can be used as a planning tool; also, allows for the design of programmes which can produce significant changes in overall performance. ***Consistent Uses:*** The information in this bank will be used as a management tool in filling management and clerical positions normally found in an Aboriginal Capital Corporation. ***Retention and Disposal Standards:*** Retained for two years and then destroyed. ***PAC Number:*** 89/023 ***Related to PR#:*** IST/IST-203 ***TBS Registration:*** 003354 ***Bank Number:*** IC PPU 055

Aboriginal Digital Collections - Participant Information
Description: This bank contains the names, addresses, telephone numbers, email addresses, age categories, gender, Aboriginal heritage and disabled. ***Class of Individuals:*** Youth who have or are currently participating in the Aboriginal Digital Collections program, including the pilot phase. ***Purpose:*** The purpose of this bank is to support management in the development of a program evaluation and the measurement of the impact of the program on youth employment and skills development over the long-term. ***Consistent Uses:*** The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of a program evaluation, but also for ongoing management purposes, as it will provide vital information on the efficiency and cost-effectiveness of the program. This will be necessary to guide management and in any potential changes in program direction which may be required over time. ***Retention and Disposal Standards:*** This information will be retained for six years after the study or survey has ceased or been implemented. Before disposal the Public Archives of Canada will be consulted. ***PAC Number:*** 89/023 ***TBS Registration:*** 004174 ***Bank Number:*** IC PPU 081

Access to Information and Privacy (ATIP) Requests
Description: This bank contains request submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act; replies to such requests; and information relating to their processing. ***Class of Individuals:*** Individuals submitting requests for access to information under the Access to Information Act and the Privacy Act. ***Purpose:*** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. ***Consistent Uses:*** This bank is also used to report to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act; to verify the identity of requesters; and for purposes of consultations with other government institutions. ***Retention and Disposal Standards:*** Records are retained for 3 years after the last administrative action and are then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** IST IST 285 ***TBS Registration:*** 001114 ***Bank Number:*** IC PPU 024

Applications for Employment
Description: This bank serves as a reference for any applications for employment submitted directly by individuals to any of the offices of the Federal Economic Development Coordinator (FEDC). These requests usually consist of a covering letter, curriculum vitae, and replies to such requests. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank is used by the FEDC offices to store applications for employment submitted by individuals seeking employment. ***Retention and Disposal Standards:*** Retained for one year and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** IST IST 305 ***TBS Registration:*** 001112 ***Bank Number:*** IC PPU 004

Bankruptcy Detection/Investigation Files
Description: The content of this bank includes the name of the person being investigated, the initial complaint, the investigation order from the Superintendent of Bankruptcy to the RCMP, RCMP investigation reports, investigation results, court decisions, and the fines or jail terms imposed. The name and the special investigation number are needed to access this information. ***Class of Individuals:*** Individuals in bankruptcy or involved in a bankruptcy. ***Purpose:*** The purpose of this bank is to facilitate the monitoring of the relative propriety of all proceedings under the Bankruptcy and Insolvency Act both before and after the declaration of bankruptcy. ***Consistent Uses:*** The bank is used to monitor the progress, results and backlogs of investigations initiated by the personnel of the office of the Superintendent of Bankruptcy and investigated by the Royal Canadian Mounted Police under the authority of the Bankruptcy and Insolvency Act. ***Retention and Disposal Standards:*** The files are kept open until the investigation is closed. Upon closure, the content of the files is microfilmed and retained in alphabetical and numerical order at head office with a copy kept in the field office where the investigation took place. The physical files are destroyed and the microfiches are kept for 20 years after the investigation is closed. ***PAC Number:*** M19-84 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 000122 ***Bank Number:*** IC PPU 035

Canada/Quebec Subsidiary Agreement on Industrial Development
Description: This bank contains project applications of funding assistance under the Agreement. The applications consist of the applicant's profile and supporting documentations; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation. ***Class of***

Individuals: Businesses submitting applications for funding assistance from the Department. ***Purpose:*** To retain a records of all requests for and inquiries about funding assistance under the implementation by departmental officials. The bank also provides reference and statistical data. ***Consistent Uses:*** As outline in the purpose. ***Retention and Disposal Standards:*** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. ***Note:*** Transferred from Federal Office of Regional Development (Quebec) ***TBS Registration:*** 003558 ***Bank Number:*** IC PPU 065

Cell-Centre Information Bank
Description: The data bank contains telephone call reports from consumers wishing to obtain information on the products and services available from the Canadian Intellectual Property Office (CIPO). It includes information on: clients (e.g. identify, address, telephone number), the Information Officer, nature of the call, questions/needs of clients, and the information supplied by CIPO. ***Class of Individuals:*** Clients that contact CIPO by telephone to obtain information. ***Purpose:*** Assist Information Officers deliver quality enquiry services. ***Consistent Uses:*** Facilitate continuous service improvements. ***Retention and Disposal Standards:*** Retained for two years and then destroyed. ***PAC Number:*** 78/005 ***TBS Registration:*** 004045 ***Bank Number:*** IC PPU 079

Claims By and Against the Crown (Motor Vehicle Accidents)
Description: This bank contains police reports of accidents that occur between departmental employees and the general public, supervisor's reports of accidents, statements by departmental employees on the accidents, and Department of Justice decisions on liability. ***Class of Individuals:*** General public and employees. ***Purpose:*** To house all relevant data on accidents to determine liability and make settlements. ***Consistent Uses:*** Information is also used for the purpose of analysis to determine common recurrent causes of accidents and initiate corrective training programs. ***Retention and Disposal Standards:*** Records are retained for six years in the five regional offices after settlement of claims. ***PAC Number:*** 86-001 ***TBS Registration:*** 000120 ***Bank Number:*** IC PPU 031

Complaints and Suppressions – Interference
Description: This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint. ***Class of Individuals:*** General public. ***Purpose:*** Information was obtained to document the manner in which complaints are handled and to provide management with information and technical statistics of radio interference complaints. ***Consistent Uses:*** Only the technical information is released to the Canadian Standards Association and Comité international de standardisation des perturbations de radio as per international arrangements. ***Retention and Disposal Standards:*** These records are retained for 10 years (active for three and dormant for seven years). ***TBS Registration:*** 003385 ***Bank Number:*** IC PPU 020

Complaints under the Competition Act
Description: The bank contains records of complaints made by the general public concerning offences under the Competition Act. ***Class of Individuals:*** General public. ***Purpose:*** The Competition Bureau receives and records complaints as part of its administration and enforcement of the Competition Act. Complaints are examined and may be used to identify areas of concern which require further investigative activity. Accordingly, the Bureau does not issue a report on each complaint received but rather summarizes its activities in the Annual Report of the Commissioner of Competition. ***Consistent Uses:*** Specific investigation files may be disclosed to the Attorney General for the purpose of laying charges and to law enforcement agencies for carrying out investigations. ***Retention and Disposal Standards:*** Being developed. In the interim, all records have been retained in storage. ***Related to PR#:*** CCA CMP 120 ***TBS Registration:*** 002709 ***Bank Number:*** IC PPU 034

Consumer Complaints and Enquiry Assistance
Description: This bank contains individual complaints and enquiries about goods and services, the results of mediation, solutions and replies. ***Class of Individuals:*** General public. ***Purpose:*** The information is compiled to assist the individual in obtaining satisfaction for a particular consumer problem. ***Consistent Uses:*** Details of the complaint and identity of the complainant are forwarded to provincial governments or private companies, as appropriate, to facilitate resolution of the dispute. ***Retention and Disposal Standards:*** Records are retained for two years after expiry of fiscal year, after which period the records are destroyed. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA BCA 031 ***TBS Registration:*** 001873 ***Bank Number:*** IC PPU 032

Copyright Name Index
Description: This bank contains the names and addresses of the applicant, the title and nature of the work for which copyright as been registered, accessible as follows: 1) register books and/or microfilm – registration prior to 1938 2) microfilm – registrations between 1938-1974 3) index cards – registrations between 1974-1991 4) computer database – This bank contains names or titles of works and of other subject matter in which copyright subsists and the names and addresses of authors, performers, makers of sound recordings, broadcasters, owners of copyright, assignees of copyright and persons to whom an interest in copyright has been granted by a license from 1991 to date. ***Class of Individuals:*** Copyright applicants and registrants.

Purpose: This bank, established under the Copyright Act, provides public access to the copyright register by applicant name, by name of owner of the work, by title of the work, by file number and/or by registration number of the copyright. ***Retention and Disposal Standards:*** This information bank contains copyright registration from 1841 to date and is retained at headquarters indefinitely. ***PAC Number:*** M-14-79 ***Related to PR#:*** CCA COA 095 ***TBS Registration:*** 000127 ***Bank Number:*** IC PPU 044

Counselling Directive Survey
Description: This bank contains information on individuals who have either gone bankrupt or filed a consumer proposal since the coming into force of amendments to the Bankruptcy and Insolvency Act. The information includes name and address, family and educational background as well as comments from the debtors on the Counselling Directive. Approximately 2,000 individuals were approached by a private sector firm to conduct this survey. ***Class of Individuals:*** Individuals in bankruptcy or having filed a consumer proposal. Trustees and administrators. Counselling specialists. ***Purpose:*** This bank is a survey being conducted by a consultant firm on the effectiveness of the Counselling Directive issued by the Superintendent of Bankruptcy when the amendments to the Act came into force on November 30, 1992. ***Consistent Uses:*** This bank was created for the sole of the survey. No information identifying individuals is entered in the database producing statistical analysis. ***Retention and Disposal Standards:*** To be determined ***PAC Number:*** 78/005 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 003555 ***Bank Number:*** IC PPU 063

Departmental Boards, Advisory Committees, Task Forces, etc., Reporting to Industry Canada Minister
Description: This bank contains brief details of departmental boards, advisory committees, task forces, etc. Details on members of such groups are limited to: name, affiliation, address, telephone number, commencement and expiry dates of appointment. ***Class of Individuals:*** Members of above boards, committees, task forces, etc. ***Purpose:*** To advise the Minister of existing and forthcoming vacancies on departmental boards, advisory committees, task forces, etc. for which he has the responsibility to appoint replacements. ***Consistent Uses:*** Results are used as described above. ***Retention and Disposal Standards:*** Retained for five years and then transferred to the National Archives of Canada. ***PAC Number:*** 86-001 ***TBS Registration:*** 001721 ***Bank Number:*** IC PPU 005

Deposit Accounts
Description: This bank contains information relating to agents, companies and individuals who are regular users of CIPO services. ***Class of Individuals:*** Agents, companies and individuals. ***Purpose:*** This bank serves as an accounting record for those clients who wish to prepay for services provided by Canadian Intellectual Property Office. ***Consistent Uses:*** This bank is also used to determine whether sufficient funds are available before a service is rendered. ***Retention and Disposal Standards:*** The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years. ***TBS Registration:*** 003930 ***Bank Number:*** IC PPU 070

Deposit Trust Files
Description: This bank contains information relating to individuals who are regular users of departmental services. ***Class of Individuals:*** General public. ***Purpose:*** This bank serves as an accounting record for those individuals who wish to prepay for services provided by the Department. ***Consistent Uses:*** This bank is also used to determine whether sufficient funds are available before a service is rendered. ***Retention and Disposal Standards:*** The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years at headquarters. ***PAC Number:*** 86-001 ***TBS Registration:*** 000118 ***Bank Number:*** IC PPU 029

Digital Collections User Survey
Description: This bank contains the names, telephone numbers, age, gender, education and e-mail addresses of a random sample of individuals who access the services available on the Digital Collections web site. ***Class of Individuals:*** Recipients of services from the Digital Collections web site. ***Purpose:*** Data from the bank is used to determine and analyze service impact, profile of clients and client satisfaction. The personal information will be used to correspond with individuals randomly chosen to win a small prize. ***Consistent Uses:*** To be used only as outlined. ***Retention and Disposal Standards:*** This information will be retained for 2 years after the survey is administered and then destroyed. ***PAC Number:*** 89/023, 78/001 ***TBS Registration:*** 004061 ***Bank Number:*** IC PPU 080

Documentation Management System (GDOC)
Description: This software makes it possible to manage all activities related to radio frequency spectrum licence applications. The software is designed for different users involved in file processing. It is also used to manage files and to transfer files to other districts. This software program will be nationally deployed during the 1999-2000 fiscal year. ***Class of Individuals:*** The information relates to applicants of radio station licences. ***Purpose:*** The information has been gathered in a way to manage the content of the files electronically. ***Retention and Disposal Standards:*** 20 years (15 years for active files - 5 for dormant files). ***PAC Number:*** 79/002 ***TBS Registration:*** 004152 ***Bank Number:*** IC PPU 083

FedNor Youth Internship Initiative Survey
Description: This bank contains the names, addresses, telephone numbers, gender, age and it identifies

Francophone and/or Aboriginal participants. FedNor - Industry Canada will be maintaining and using the database exclusively. ***Class of Individuals:*** Youth who have or who are currently participating in FedNor's Youth Internship Initiative. ***Purpose:*** The Purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long term. ***Consistent Uses:*** The information gathered will be used by program management to track the youth and survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. The information will help determine if FedNor is effectively delivering the program and to guide management in any potential changes which may be required over time. ***Retention and Disposal Standards:*** This information will be retained for six years after the survey has been completed. Before disposal, the Public Archives of Canada will be consulted. ***PAC Number:*** 89/023 ***TBS Registration:*** 004248 ***Bank Number:*** IC PPU 088

Financial System
Description: This bank contains records of funds received or payments made under various sections of the Bankruptcy and Insolvency Act except those in the Name Search Financial System, namely the filing fees by practitioners, the levy from trustees, undistributed assets by trustees and unclaimed dividends by creditors. The information includes the estate number, the name of the estate and the amounts involved. The files are arranged in the estate number generated by the Registration System but can be querried be estate name and are maintained in the head office of the Superintendent of Bankruptcy. ***Class of Individuals:*** Individuals in bankruptcy, in receiverships or having filed a proposal. ***Purpose:*** The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act. ***Consistent Uses:*** The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act. ***Retention and Disposal Standards:*** To be determined. ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 003554 ***Bank Number:*** IC PPU 061

Industrial Design Name Index
Description: This bank contains industrial design registrations from 1861 to date. ***Class of Individuals:*** Individuals holding industrial design registrations. ***Purpose:*** This bank, established under the Industrial Design Act, provides the public with access to the register. ***Retention and Disposal Standards:*** The records are arranged alphabetically by name of applicant, and are retained in headquarters indefinitely. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 095 ***TBS Registration:*** 002114 ***Bank Number:*** IC PPU 045

Industry and Technology Development (including Tourism)
Description: Covers records related to the promotion of internationally competitive Canadian industries with particular emphasis on the development and diffusion of key science and technological capabilities which enhance industrial competitiveness; also covers records related to the tourism industry in all parts of Canada. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Automotive Components Initiative Fishery Products Sector Campaign. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. ***Class of Individuals:*** The personal information relates to individuals within the business community who have applied for financial assistance to undertake industrial development or tourism-related projects. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002948 ***Bank Number:*** IC PPU 011

Information File on Credit Card
Description: Contains information on Patent and Trade-mark agents, companies and individuals wishing to pay for CIPO (Canadian Intellectual Property Office) services by using regularly their credit card. Information maintained consists specifically of names, addresses, person contacts, phone numbers, names of credit card, credit card numbers and expiry dates. ***Class of Individuals:*** Patent and trade-mark agents, companies and individuals wishing to use regularly a credit card as a means of payment to cover for CIPO services (approximately 50 to 70 on the list). ***Purpose:*** Accounting reference data for those wishing to pay for CIPO services using regularly their credit card. Using this data bank limits the need for our clients to transmit their card number with every transaction. This limits the risk of misuse of a credit card number by any third party who may intercept a communication. Also, referring to this data bank permits a secure and rapid use of faxes, E-mail and/or Internet to transmit a transaction. ***Consistent Uses:*** Used as a reference by employees having to process transactions. Also used as an audit trail authorizing us to process transactions using a specific credit card number. ***Retention and Disposal Standards:*** Data kept by alphabetical order of name of company, agent or individual. Data is updated following any client changes of circumstances. Lists are maintained as an audit trail to the transactions for the time the card is active with us. If a card was to become inactive, the related information would be disposed of after six years. ***PAC Number:***

78/005 ***TBS Registration:*** 004042 ***Bank Number:*** IC PPU 077

Inquiries and Compliance Activities
Description: This bank contains information on individuals and corporations which have filed a complaint or are the subject of an inquiry or a compliance activity under the Canada Business Corporation Act (CBCA) and the Canada Corporation Act (CCA). ***Class of Individuals:*** Shareholders, creditors, directors, officers or members of the corporation which have filed a complaint or who are the subject of an inquiry or a compliance activity. ***Purpose:*** The information, usually gathered through written complaints or the review of public records and sometimes from other regulators, is usually used in the context of an inquiry or a compliance activity with respect to possible non-compliance with the CBCA or CCA. ***Consistent Uses:*** The information pertaining to the nature of the complaint, the identification of the complainant, the complainant's letter and also information obtained in the context of an inquiry or a compliance activity can be referred to other federal or provincial agencies (securities commissions, police authorities i.e., the RCMP, the Ontario Provincial Police, the Sûreté du Québec, etc.) and also, with the consent of the complainant, to the corporation or person being the object of a complaint or a compliance activity. ***Retention and Disposal Standards:*** The retention period is 6 years and then sent to Archives. ***Related to PR#:*** CCA COA 090 ***TBS Registration:*** 003304 ***Bank Number:*** IC PPU 050

Insider Trading Reports
Description: The bank contains the names and addresses of individuals, the corporation(s), the capacities in which the individual or corporation qualifies as an insider, and the designation, amount and control of securities of the corporation involved. Personal information is stored and referenced by corporate file. ***Class of Individuals:*** Inside traders are normally directors, officers or significant shareholders. ***Purpose:*** The information is obtained to comply with the reporting requirements of the Canada Business Corporations Act. ***Consistent Uses:*** A summary of the collected information is published in the Canada Corporations Bulletin. Copies of reports filed are made available to the public upon request and at a fee. ***Retention and Disposal Standards:*** Information is retained for a minimum of six years. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 090 ***TBS Registration:*** 001946 ***Bank Number:*** IC PPU 048

Insolvency Estate Control Files (formerly Bankruptcy Estate Control Files)
Description: Each file contains information relating to a bankruptcy, a proposal or a receivership. The documents include the assignment, the certificate of the official receiver appointing the trustee, the debtor's statement of affairs, the examination of the debtor by the official receiver, the minutes of the first meeting of creditors, estate bonds required by the official receiver, orders of the court, minutes of inspectos meetings, the statement of receipts and disbursements of the trustee or administrator and any correspondence relating to the estate. The files are arranged by estate number and are located in the field office where the proceedings have been filed. ***Class of Individuals:*** Individuals in bankruptcy, receivership or having filed a proposal. Individuals trustees, consumer proposal administrators and receivers. Individual creditors and inspectors. ***Purpose:*** These files contain information prescribed under the Bankruptcy and Insolvency Act in order for the Superintendent of Bankrupcty to properly supervise the administration of all estates. ***Consistent Uses:*** The files are used as a source of information for the Registration System and for the ongoing supervision of the administration of estates, including sharing with the RCMP when there is an investigation. ***Retention and Disposal Standards:*** the files are destroyed 15 years after the discharge of the practitioner. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 000124 ***Bank Number:*** IC PPU 038

Integrated Circuit Topography Name Index
Description: This bank contains integrated circuit topography registrations from 1993 to date. ***Class of Individuals:*** Individuals holding integrated circuit topography registrations. ***Purpose:*** This bank, established under the Integrated Circuit Topography Act, provides the public with access to the register. ***Consistent Uses:*** The purpose of this bank is to give access to the Integrated Circuit topography registration. ***Retention and Disposal Standards:*** The records are arranged alphabetically by name of applicant, and are retained in headquarters indefinitely. ***PAC Number:*** 78/005 ***TBS Registration:*** 004151 ***Bank Number:*** IC PPU 082

Inventor and Applicant Index
Description: This electronic database contains an inventory of inventors who have applied for patents under the patent program. Records in the bank contain the names of inventors and applicants, titles of inventions, application serial numbers and filing dates. These indexes are available for public inspection once the patent applications have been published. ***Class of Individuals:*** Patent applicants, inventors. ***Purpose:*** This electronic database constitutes a public inventory of inventors who have applied for patents. ***Consistent Uses:*** The database is used to search for relevant prior documents and corresponding applications for foreign patents when new applications are received. The individual's or applicant's name is required to access this information. ***Retention and Disposal Standards:*** This database will continue to be of operational use until such time as the program ceases to exist. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 100 ***TBS Registration:*** 002111 ***Bank Number:*** IC PPU 040

Inventor, Assignee and Patentee Index Cards
Description: This bank contains an inventory of names of individuals who have either invented, acquired by assignment, or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees, or patentees; titles of the inventions; patent serial numbers and assignment registration numbers. Index cards cover the period from 1927 to date. ***Class of Individuals:*** Patentees. ***Purpose:*** This bank constitutes a complete inventory of names of individuals who have been granted patens under the patents program or have acquired patent by assignment. ***Consistent Uses:*** The derivative use of this bank is to verify patent numbers of individuals. ***Retention and Disposal Standards:*** Records in this bank are retained at headquarters for an indefinite period. ***PAC Number:*** M15-71 ***Related to PR#:*** CCA COA 100 ***TBS Registration:*** 000126 ***Bank Number:*** IC PPU 041

Inventory of Business People of Asian Origin
Description: The bank of information maintained by the International Commerce Centre contains names, addresses, telephone numbers, fax numbers, occupation, employer, training, specialization, examples of interventions in Asia, areas served and spoken language. ***Class of Individuals:*** Business people of Asian origin who live in the province of Quebec. ***Purpose:*** To identify resourceful individuals in order to help our exporters in the Asian market. ***Consistent Uses:*** The information will be used for the purpose outlined in the purposes of the bank. This information will be available to interested companies. ***Retention and Disposal Standards:*** Retained for two years providing significant records were sent to headquarters in Ottawa. ***PAC Number:*** 69/145 ***TBS Registration:*** 003339 ***Bank Number:*** IC PPU 056

IRAP S&T Internships - Multimedia Participants
Description: This bank contains the names, addresses, telephone numbers, gender, visible minority, disabled and Aboriginal. It is a joint initiative with the National Research Council Canada - Industrial Research Assistance Program (IRAP), but Industry will be maintaining and using the database exclusively. ***Class of Individuals:*** Youth who have or who are currently participating in the Multimedia component of the IRAP Science and Technology Internship Program with SMEs. ***Purpose:*** The purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long-term. ***Consistent Uses:*** The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. This information will help determine if Industry Canada is effectively supporting the program and to guide management in any potential changes which may be required over time. ***Retention and Disposal Standards:*** This information will be retained for three years after the study or survey has ceased or been implemented. Before disposal, the Public Archives of Canada will be consulted. ***PAC Number:*** 86/001 ***TBS Registration:*** 004043 ***Bank Number:*** IC PPU 076

Labour Force Tracking Surveys – 1977 and 1978
Description: This database contains information obtained as a result of two special surveys undertaken in the summers of 1977 and 1978. The surveys were designed to collect data on the employment history of individuals experiencing layoffs from declining sectors. The information collected includes data on the respondents' demographic characteristics, income, education and skill levels. The information is arranged by year of survey, with identification by social insurance number. ***Class of Individuals:*** Individuals who experienced layoffs from selected employers, in selected communities across Canada. ***Purpose:*** The Labour Force Tracking Surveys were undertaken as a result of the Department's mandate to examine the labour adjustment problems which workers employed in declining sectors faced. The information gathered from the surveys has only been used for analytical and policy-making purposes, the drafting of statistical reports and econometric model development. Because of the historic nature of the data, it is no longer in active use, although there is continued interest in results of analysis. ***Consistent Uses:*** Since the surveys were a joint project with the Canada Employment and Immigration Commission, aggregated data has been shared with that department for research purposes. ***Retention and Disposal Standards:*** Retained for 10 years, and then transferred to the National Archives of Canada. ***PAC Number:*** 69-121 ***TBS Registration:*** 001109 ***Bank Number:*** IC PPU 002

List of Trade Marks Agents
Description: Since 1954, the Trade Marks Branch has maintained a public list of trade marks agents. This bank contains numbers, names, addresses, nationalities and dates, and is arranged alphabetically. ***Class of Individuals:*** Trade mark agents. ***Purpose:*** This list serves to verify entry and provide addresses for correspondence. ***Consistent Uses:*** The bank serves as an official file of trade mark agents. The agent's number or name is required to access this information. ***Retention and Disposal Standards:*** These records are retained indefinitely. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 105 ***TBS Registration:*** 000128 ***Bank Number:*** IC PPU 047

Lobbyist Registry
Description: The database contains the names, addresses and telephone numbers of individuals carrying out lobbying activities, as well as the names and addresses of their Firms (Consultant lobbyists) and Employers (In-House (Corporate) and (Organization) lobbyists). It is also contains the various details on the

subject-matter of their undertakings which they are required to report under the Lobbyists Registration Act. ***Class of Individuals:*** Public, lobbyists. ***Purpose:*** The information is collected pursuant to the reporting requirements of the Lobbyists Registration Act and Regulations. ***Consistent Uses:*** The information submitted pursuant to the Lobbyists Registration Act is maintained in a Registry of Lobbyists which is open to public inspection at the departmental headquarters. Copies of the information provided by lobbyists are available to the public upon payment of fees. ***Retention and Disposal Standards:*** To be established. Personal information is retained for a minimum of two years. ***Related to PR#:*** CCA COA 096 ***TBS Registration:*** 002708 ***Bank Number:*** IC PPU 039

Management & Administration
Description: Covers records related to miscellaneous programs which are now under the responsibility of Finance, Personnel and Administration. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The types of personal information which the bank contains is: names, addresses and telephone numbers of applicants. ***Class of Individuals:*** The personal information relates to individuals within the business community who have applied for financial assistance. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002951 ***Bank Number:*** IC PPU 010

Market Data Base
Description: The bank contains locational travel and socio-demographic information of residents of various countries who have requested travel information from the Canadian Tourism Commission or its industry partners. First and foremost, the bank contains the name and address (and perhaps the telephone number) of the enquirers. Other information including past travel history to Canada, future plans, and lifecycle information may be collected as part of this program. Countries involved in the program include: Canada, the United States, the United Kingdom, France, Germany and Japan. The database is continually being update. ***Class of Individuals:*** Residents of Canada's principle tourism markets. ***Purpose:*** The information is initially collected to permit the distribution of tourist information, following a request by an enquirer. Subsequent uses of the data base include marketing implications including additional information gathering, market segmentation and partnering. ***Consistent Uses:*** The creation and development of a data base is consistent with the marketing objectives of a national tourism organization. ***Retention and Disposal Standards:*** Retained for three years and then destroyed. ***PAC Number:*** 69/103 ***TBS Registration:*** 003770 ***Bank Number:*** IC PPU 015

Media List Serve
Description: The database contains the names, e-mail addresses, telephone numbers and name of the company of registered users of the media list-serve. ***Class of Individuals:*** Individuals who have self-registered in order to receive news releases, media advisories and upcoming events notifications via E-mail according to the areas of interest that they specify. ***Purpose:*** The registration process allows users to receive information without having to visit the Web site. ***Consistent Uses:*** The information gathered is used to administer the list serve. ***Retention and Disposal Standards:*** Will be retained as long as the individual is subscribed to the media list-serve. The record is deleted at the request of the individual or after it has been determined that the individual is no longer receiving the messages. There is no plan to terminate the list-serve and so there is no horizon to the retention of active subscriber information. ***PAC Number:*** 86-001 ***TBS Registration:*** 004233 ***Bank Number:*** IC PPU 087

Ministerial Correspondence
Description: Correspondence received from external organizations and individuals including requests for information or assistance, complaints, opinions and submissions related to a broad range of policy issues pertaining to departmental activities. Incoming correspondence and replies are indexed by subject matter and date. ***Class of Individuals:*** General public. ***Purpose:*** The information is maintained to ensure that ministerial replies are prepared in a timely and responsive fashion. ***Consistent Uses:*** Correspondence is transmitted to the bureau with direct responsibility for the subject matter for reply. Other departmental offices may receive copies of the correspondence to ensure coordination and consistency in the preparation of responses. Correspondence may also be transmitted to other departments for reply if the subject matter falls within their jurisdiction. ***Retention and Disposal Standards:*** Correspondence is retained during the term of a minister and the correspondence from the previous minister is retained for a six-month period. ***TBS Registration:*** 002706 ***Bank Number:*** IC PPU 028

MITOS Client Tracking Data Base
Description: The bank of information contains records of public and private sector clients (individuals, entrepreneurs, associations, etc.) who have requested and/or received services related to Market Intelligence Service and dISTCovery Technology Licensing Opportunities Service. Data base includes contact name, organization, address, telephone, fax, language, services provided, comments on services. ***Class of Individuals:*** Recipients of services of market intelligence and dISTCovery (MITOS). ***Purpose:*** Data used to determine

and analyze services impact, profile of clientele, client satisfaction, response time, performance indicators, demand for services. ***Consistent Uses:*** To be used only as outlined in purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***PAC Number:*** 83-023 ***Related to PR#:*** IST IST 405 ***TBS Registration:*** 003302 ***Bank Number:*** IC PPU 017

Name Search Financial System

Description: This bank includes the name and addresses of the clients of the Name Search Service. The information content includes personal and business characteristics such as date of the search, name searched, amounts owed, alias and identification number of the clients as well as their own reference number or code. The files are arranged by the client number generated by the system but can be queried by client's name. ***Class of Individuals:*** Individuals clients of the Name Search Service. ***Purpose:*** The bank is used by the head office of the Superintendent of Bankruptcy to monitor and ensure payment of the prescribed fee of $8 per name searched under Section 11.1 and Rule 120 of the Bankruptcy and Insolvency Act. ***Consistent Uses:*** The bank is used by the head office of the Superintendent of Bankruptcy to monitor and ensure payment of the prescribed fee of $8 per name searched under Section 11.1 and Rule 120 of the Bankruptcy and Insolvency Act. ***Retention and Disposal Standards:*** The identification of the clients is kept as long as they remain registered with the Name Search Service. The transaction information is kept until at least satisfactory payment of the prescribed fee and then retain for six years. ***PAC Number:*** 86/001 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 003553 ***Bank Number:*** IC PPU 062

Name Search System

Description: This bank is the master index of all proceedings under the Bankruptcy and Insolvency Act in Canada. The information content includes personal and business characteristics such as names and addresses, date and type of the proceedings, name of the insolvency practitioner and the dates of the bankrupt person's and the estate practitioner's discharges. ***Class of Individuals:*** Individuals in Bankruptcy, in receivership or having filed a proposal. ***Purpose:*** Section 11.1 of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to maintain a public record and to provide the information therein upon request and payment of the prescribed fee. Rule 120 sets the fee at $8. The system is mainly used by credit granters and law firms to determine the solvency status of person applying for loans or involved in business transactions. ***Consistent Uses:*** Section 11.1 of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to maintain a public record and to provide the information therein upon request and payment of the prescribed fee. ***Retention and Disposal Standards:*** Rule 109.1 of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to keep the records for at least then years after the discharge of the trustee, and, if the bankrupt has not received an absolute discharge within this period, until such time as the bankrupt is granted an absolute discharge, then years after the full performance of a proposal and then years after a receiver has completed the secured mandate. The bank goes back to 1978 for bankruptcies and proposals and November 30, 1992 for receiverships when they were included in the Bankruptcy and Insolvency Act. Files from 1923 to 1977 are held on microfiches of card files. All the information is located in the head office of the Superintendent of Bankruptcy in Ottawa. ***PAC Number:*** 78/005 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 003552 ***Bank Number:*** IC PPU 060

Network of Innovative Schools - Application Process

Description: The Bank for the Network of Innovative Schools contains names, home and school addresses, telephone and fax numbers, e-mail addresses and URLs. ***Class of Individuals:*** This information is collected from applicants to the Network of Innovative Schools. Applicants must be school principals. ***Purpose:*** This information is collected for identification purposes, in order to have contact information for schools who will form part of the Network. ***Consistent Uses:*** Contact information for schools selected as members of the Network may be shared publicly; however individuals' personal information would be solely for administrative purposes. ***Retention and Disposal Standards:*** Retention period of six years, then disposed. ***PAC Number:*** 89/023 ***TBS Registration:*** 004177 ***Bank Number:*** IC PPU 085

Notices of Directors of Corporations

Description: The bank records the identities of persons who became or ceased to be directors of boards of trade and corporations in accordance with the Canada Business Corporations Act and the Canada Corporations Act (Part II). Names and residential addresses of current directors are available to the public via the Corporations Directorate's database which is available on-line to the public through Industry Canada's WEB site ''Strategis''. Copies of the database are available to the public in microfiche format or through commercial electronic publishing firms and are also provided to interested federal and provincial institutions. Copies of notices filed are made available to the public upon request and at a fee. Other information is available through the corporation file. The bank also records any personal information obtained through the Corporate Name Information Form. ***Class of Individuals:*** Directors of corporations and incorporators. ***Purpose:*** The information is obtained in compliance with the reporting requirements of the Canada Business Corporations Act. The information regarding directors of corporations is obtained in compliance with the reporting requirements of the Canada Business Corporations Act. The information

obtained through the Corporate Name Information Form is to enable the Director, appointed under the Canada Business Corporations Act, to make a name decision. ***Retention and Disposal Standards:*** All records are retained for a minimum of six years. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 090 ***TBS Registration:*** 001947 ***Bank Number:*** IC PPU 049

Patent Agent Records
Description: This bank, established under the patent program, contains histories of all persons registered to practice before the Canadian Patent Office. Contents include application document, supported by such personal data as education and work experience, other qualifications, patent examination results, complaints and other related correspondence. ***Class of Individuals:*** Patent agents. ***Purpose:*** The bank is used to provide an official historical record of all registered patent agents. ***Retention and Disposal Standards:*** These records are arranged in numerical order by registration number and are retained in the Department. They are kept for 10 years after last correspondence or failure to re- register. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 100 ***TBS Registration:*** 002113 ***Bank Number:*** IC PPU 043

Payments to Contractors – General
Description: This bank contains curricula vitae and agreements for individuals under contract. ***Class of Individuals:*** Individuals under contract. ***Purpose:*** This bank serves as a record of pay and benefits to individuals employed on a personal service contract. ***Consistent Uses:*** This bank is also used for post-audits by the Auditor General. ***Retention and Disposal Standards:*** These records are arranged in numerical order and are retained for six years at headquarters. ***PAC Number:*** 86-001 ***TBS Registration:*** 000119 ***Bank Number:*** IC PPU 030

Policy Development & Advocacy (including Small Business)
Description: Covers records related to policy development and coordination in support of departmental/government-wide functions in the areas of economic technology, industry, trade and small business policy development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following program is included: Entrepreneurship Awareness Program, Canada Community Investment Plan and Small Business Loan Act. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. ***Class of Individuals:*** The personal information relates to individuals within the business community who have applied for financial assistance to undertake eligible projects. ***Purpose:*** Information is collected for the purpose of program evaluation and determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002949 ***Bank Number:*** IC PPU 014

Professional and Special Services Contracts
Description: This bank is maintained by Finance Branch and various sectors and regional offices to record information on professional and special services contracts in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. The files are normally arranged in alpha/numeric order. ***Class of Individuals:*** Individuals engaged in professional or special services contracts with the department through the National Capital Region and in the regions. ***Purpose:*** The bank is used to administer contracts, to make payments where required, to collect receivables, to perform accounting and administrative functions for the department, to facilitate the selection of consultants and to carry out auditing and evaluation. ***Consistent Uses:*** To be used only as outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and then destroyed. ***TBS Registration:*** 001102 ***Bank Number:*** IC PPU 071

Prosecutions – Illegal Radio Installations
Description: This bank holds records pertaining to prosecution for illegal radio installations. It contains the name and address of the individual or firm being prosecuted and the nature of the violation. ***Class of Individuals:*** General public. ***Purpose:*** This information relates to persons being prosecuted for Radiocommunications Act offenses. Information is collected in order to obtain authority to initiate legal actions. ***Consistent Uses:*** The information is shared with police agencies for the purpose of Radiocommunications Act prosecutions. ***Retention and Disposal Standards:*** Records in this bank are retained for 10 years (active for five and dormant for five years). ***TBS Registration:*** 003386 ***Bank Number:*** IC PPU 022

Prosecutions under the Weights and Measures Act
Description: This bank contains information on establishments which have been prosecuted under the Weights and Measures Act. It includes information on the nature of the offence, charges laid, penalties or fines and dispositions. ***Class of Individuals:*** The name and address of individuals who are sole owners of companies prosecuted under the Weights and Measures Act appear in the databank. ***Purpose:*** To assist departmental officials in tracking overdue fines and to provide statistics on the number and nature of offences. ***Consistent Uses:*** To be used only as outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for five years after the case has been closed and then

destroyed. ***PAC Number:*** 78/005 ***TBS Registration:*** 003931 ***Bank Number:*** IC PPU 069

Public Attitudes to S&T in British Columbia
Description: Knowledge and attitudes of adult Canadians living in British Columbia concerning the Science and Technology (S&T) issues surrounding the Triumph-Kaon Project in British Columbia. Familiarity with the project, support for federal or provincial funding of the project arguments for and against the project such as affordability, relative value, other uses of project funds, advancement of science, prestige economic competitiveness. ***Class of Individuals:*** Canadians in British Columbia. ***Purpose:*** Policy development and strategic planning related to the Triumph-Kaon project and relevant issues. ***Consistent Uses:*** Read by senior managers and exempt Ministerial staff for information; decisions on policies and programs and input for meetings and papers. ***Retention and Disposal Standards:*** Retained for two years and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** IST IST 901 ***TBS Registration:*** 002785 ***Bank Number:*** IC PPU 012

Radio Operator Certificate Bank
Description: This bank contains a listing by name of amateur and professional radio operators. It may contain date of birth, class of certificate, certificate number and the date of issuance of the certificate. ***Class of Individuals:*** This information relates to radio operators. ***Purpose:*** Information was obtained in order to establish eligibility for radio operator certificates and to maintain a list of amateur and professional radio operators holding certificates of proficiency for the appropriate type of service. ***Retention and Disposal Standards:*** Operator certificates are retained and valid for the life of the applicant. ***TBS Registration:*** 003387 ***Bank Number:*** IC PPU 019

Radio Station Licensing Data Bank
Description: This bank contains non-broadcasting radio station licensing information, derived from applications submitted by applicants for radio station licences. It contains information such as radio frequencies, call signs, emissions, station location and personal data of applicants. ***Class of Individuals:*** This information relates to holders of radio licences. ***Purpose:*** Information was obtained in order to license and control the use of all non-broadcasting radio station systems in Canada for the planning and management of the radio frequency spectrum. In particular, this bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. It is used extensively to carry out our coordination obligations as per the terms of cross-border sharing arrangements with the United States. The licensee and licence-fee-accounting information is used as a basis for the collection of annual licence renewal fees. In most cases, the information which appears on the face of radio licences in the database is available for release upon request. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, band width and power is provided to selected government bodies, persons or companies in connection with frequency coordination procedures for station or system planning, for reference or for similar purposes. ***Consistent Uses:*** Part of this information is shared with the following organizations, agencies and government departments: the Department of Transport for licensing information on the invoicing of ship board radio traffic; the Canadian Coast Guard, to ascertain whether a vessel has a valid radio equipment licence prior to placing telephone calls or passing traffic; a call sign and or name is provided to the Search and Rescue Coordination Centre so that vessel/aircraft routes may be established to facilitate the location of lost vessels or aircraft; various agencies and organizations in Canada and the U.S. for coordination of frequencies and system parameters; Amateur organizations for membership surveys and drives; publishers of the Radio Amateur Call Book (Canada and the U.S.) for the name, address and call sign for the purpose of pursuing activities related to amateur radio; law enforcement agencies for investigations relating to offenses under the Radiocommunications Act; organizations providing radio services to the public in order to establish that their clientele is licensed; equipment suppliers to facilitate the commissioning of their clients' communications systems; and the Department of Transport, National Defence and other organizations to provide information on privately operated non- directional navigation beacons in the interest of safety. Finally, the Department releases certain information concerning amateur radio operators because it wishes to: promote the orderly handling of volunteer emergency communications; adhere to its international commitments as a member of the International Telecommunications Union; and foster the efficient communication between all amateurs. ***Retention and Disposal Standards:*** Retain for 30 years and then destroyed. ***TBS Registration:*** 003388 ***Bank Number:*** IC PPU 021

Recipients/Purchasers Assessment of Rap-O-Matics Video
Description: The bank of information contains respondent opinions on the Rap-O-Matics video. Personal information includes: age, sex, educational attainment, occupation, place of work, telephone number, city, province and postal code. ***Class of Individuals:*** The public's opinion are being sought. Recipient/Purchasers of the video are being interviewed. ***Purpose:*** To provide Industry Canada officers with a knowledge base on the uses and users of the Rap-O-Matics video and discussion guide. To gain an understanding of the effectiveness of promotions undertaken for the product. ***Consistent Uses:*** This bank of data is for internal use only. No matching activities are

applicable. ***Retention and Disposal Standards:*** The questionnaire and raw data will be kept for two years and destroyed thereafter. ***PAC Number:*** 86-001 ***Related to PR#:*** IST IST 904 ***TBS Registration:*** 003213 ***Bank Number:*** IC PPU 016

Regional Development
Description: Covers records related to the promotion of regional economic development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative in Northern Ontario (FEDNOR); Atlantic Enterprise Program; Industrial and Regional Development Program. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. ***Class of Individuals:*** The personal information relates to individuals within the business community who have applied for financial assistance. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. ***Consistent Uses:*** The information is to be used for the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and transferred to National Archives of Canada for selective retention. ***TBS Registration:*** 002751 ***Bank Number:*** IC PPU 009

Register of Patent Agents
Description: This bank includes the names of registered patent agents, their addresses and the number under which they are registered to practice before the Canadian Patent Office. ***Class of Individuals:*** Patent agents. ***Purpose:*** This bank was established to maintain a public record of all persons registered to practice before the Canadian Patent Office. ***Consistent Uses:*** This bank is used to maintain an up-to-date list of persons recognized as patent agents. ***Retention and Disposal Standards:*** These records are arranged alphabetically and retained in headquarters. They are kept for 10 years after last correspondence or failure to re-register. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 100 ***TBS Registration:*** 002112 ***Bank Number:*** IC PPU 042

SchoolNet Digital Collections – Participant Information
Description: This bank contains the names, addresses, telephone numbers, gender, visible minority, disabled and Aboriginal. ***Class of Individuals:*** Parents of the youth who have or who are currently participating in the SchoolNet Digital Collections program. ***Purpose:*** The purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long-term. ***Consistent Uses:*** The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for the ongoing management purposes, as it will provide vital information on the efficiency and cost-effectiveness of the program. This will be necessary to guide management in any potential changes in program direction which may be required over time. ***Retention and Disposal Standards:*** This information will be retained for three years after the study or survey has ceased or been implemented. Before disposal, consult Public Archives of Canada. ***TBS Registration:*** 003908 ***Bank Number:*** IC PPU 067

Science Promotion and Academic Affairs
Description: Covers records related to the department's special responsibilities in science policy. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: the Canada Scholarship Program, Prime Minister's Awards for Teaching Excellence in Science Technology and Mathematics. ***Class of Individuals:*** The personal information relates to students, teachers, administrators. ***Purpose:*** Information is collected for the purpose of determining eligibility and to assess the student's request for financial assistance and awards to teachers and administrators. ***Consistent Uses:*** The information is to be used for the purpose outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for six years and then transferred to National Archives of Canada for selective retention. ***PAC Number:*** 76-020 ***Related to PR#:*** IST IST 007 ***TBS Registration:*** 002915 ***Bank Number:*** IC PPU 001

Security Investigations Records
Description: This bank contains reports of complaints and irregularities in relation to criminal or security matters. This bank may also contain personal information obtained on individuals during the course of an investigation conducted by the Security Services Directorate. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Information in this bank may be maintained on paper documents and automated / electronic / magnetic form. ***Class of Individuals:*** Employees of the Department, contractors dealing with the Department and the general public. ***Purpose:*** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Department or by an employee. The purpose of this bank is also to record information on security violations and infractions. It may also be used as evidence in court, to monitor trends, to determine corrective measures, to evaluate effectiveness of safeguards and to share information with human resources and/or other government departments. ***Consistent Uses:*** The

information is used by departmental authorities to support decisions regarding disciplinary measures. In the case of a criminal investigation, records are made available to the RCMP or other recognized police force or investigative body. This information is also used for planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** These records are retained for five years after the last administrative action. National Archives is consulted for selective retention. ***PAC Number:*** 86-001 ***TBS Registration:*** 004232 ***Bank Number:*** IC PPU 086

Standards and Interconnection
Description: Information on memberships in national standards committees on telecommunications and information technology. Data bank also contains listings of organizations involved in standards development and exploitation in Canada. ***Class of Individuals:*** Members in national standards committee. ***Purpose:*** For use in dissemination of information on standards and administering national standards committees. ***Retention and Disposal Standards:*** Retained for 10 years and then destroyed. ***TBS Registration:*** 003389 ***Bank Number:*** IC PPU 023

Strategis Client Tracking System
Description: The bank of information contains records of both public and private sector clients (individuals and individuals representing companies and associations) who have requested and received services related to the Strategis suite of information products and services. Information obtained from individuals and included in the data base includes contact name, address, telephone, fax, e-mail, language, service provided and comments on service. ***Class of Individuals:*** Recipients of services from Industry Canada's Strategis line of products and services. ***Purpose:*** Data from the bank is used to determine and analyze service impact: profile of clients, client satisfaction, response time, performance indicator and for other services requested by clients. The information will be used to conduct client surveys related to the use of the Strategis suite of products and services. At the client's request, information in this bank will be used to provide further information in the client's specified area of interest. Information from this database will be made available to Industry Canada personnel for purposes of improving Industry Canada's service to its clientele. ***Consistent Uses:*** To be used only as outlined in purpose of the bank. ***Retention and Disposal Standards:*** Retained for three years and transferred to National Archives for selective retention. ***PAC Number:*** 86-001 ***TBS Registration:*** 003897 ***Bank Number:*** IC PPU 066

Strategis Registration Database
Description: The database contains the names, addresses and e-mail addresses of registered users of Strategis. ***Class of Individuals:*** Individuals who have self-registered in order to access those areas of Strategis which require registration. ***Purpose:*** The registration process allows users to access restricted or costed information on secured portions of Strategis, and makes it possible for them to use electronic commerce applications and participate in electronic discussion groups such as listservs and forums. ***Retention and Disposal Standards:*** Retained for 10 years and then destroyed. ***Consistent Uses:*** To be used only as outlined in the purpose of the bank. ***PAC Number:*** 86-001 ***TBS Registration:*** 004153 ***Bank Number:*** IC PPU 084

Study on the causes of Personal Bankruptcy
Description: The information collected in the survey will have the following identifiers: name, address, telephone number, race, national or ethnic origin, colour, marital status of individual, education, employment history of the individual, information relating to the financial transactions in which the individual has been involved. ***Class of Individuals:*** Individuals who are in the process of filing a bankruptcy or proposal under the Bankruptcy and Insolvency Act, and individuals who have sought credit counselling. ***Purpose:*** To provide a better understanding of the causes of insolvency for use by the Office of Consumer Affairs in developing information products on personal finances and by the Office of the Superintendent of Bankruptcy for future legislative reforms. ***Consistent Uses:*** Used for legislative and regulatory development. ***Retention and Disposal Standards:*** Will be retained for two years and then destroyed. ***TBS Registration:*** 003961 ***Bank Number:*** IC PPU 072

Survey of Scientists and Engineers to Identify Areas of Cooperation Between Canada and Japan
Description: This bank contains information on the innovation spectrum from basic research to applied research to risky development where Canada is in the best position to benefit from cooperation with Japan; and those areas where Canada has a critical mass or network of researchers to be able to absorb and utilize the results of cooperative research between Canada and Japan. ***Class of Individuals:*** Scientists and engineers. ***Purpose:*** The data collected will be used by Industry Canada in developing the framework for the implementation of a program of cooperation with Japan that is consistent with the recommendations of the "Canada-Japan Complementarity Study", and to assist in the development of a basis for the Government of Canada's support of an initial set of cooperative activities with Japan. ***Consistent Uses:*** The information is to be used for the purpose previously outlined. ***Retention and Disposal Standards:*** Records are retained for six years and destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002668 ***Bank Number:*** IC PPU 007

Surveys – Business Representatives
Description: This bank contains business representatives' opinions on the need for activities falling under Industry Canada's mandate. In addition, the

surveys provide information on the extent to which Industry Canada's operations affect the conduct of business in Canada and promote the existence of a competitive economy and integrity of the marketplace. The surveys are also intended to provide data on the costs and benefits to be derived from Industry Canada's different programs. ***Class of Individuals:*** Business people. ***Purpose:*** This bank was created to obtain information on the relevance of Industry Canada's Programs and the extent to which program objectives were achieved, as perceived by their various target groups. ***Consistent Uses:*** Related to the description above. ***Retention and Disposal Standards:*** Records are retained for a minimum of two years. ***PAC Number:*** 78-005 ***Related to PR#:*** COR BRD 150 ***TBS Registration:*** 002120 ***Bank Number:*** IC PPU 051

Surveys of OSB Clients Needs
Description: The information collected in the surveys will have the following identifiers: name, address, role or involvement in the bankruptcy system (i.e. trustee, debtor, creditor, name search client), language preference for future communications, phone number, Internet address. ***Class of Individuals:*** Individuals who have either been involved in the bankruptcy and insolvency system (e.g. debtor, creditor, trustees) or those who use OSB services (e.g. potential lenders, name search clients). ***Purpose:*** To enable the OSB to improve its existing bankruptcy and insolvency registration and BIA compliance services to meet client needs. ***Consistent Uses:*** Used by OSB management to improve client service and communications with clients. ***Retention and Disposal Standards:*** Will be retained and updated by future client surveys. ***PAC Number:*** 78/005 ***TBS Registration:*** 003972 ***Bank Number:*** IC PPU 073

Tax Rebate Discount Files
Description: The bank contains statements of discounting transactions submitted by discounters, and information (including complaints) processing and verification. It contains names, addresses, and social insurance numbers (obtained pursuant to the Tax Rebate Discounting Regulations) for persons using tax discounting services, as well as the year and amount of refund. It also contains the names, identification codes, phone numbers and addresses of discount proprietors. Personal information is filed by discount company, province and year. ***Class of Individuals:*** Persons using tax rebate discount services. ***Purpose:*** Information was compiled for the administration and enforcement of the Tax Rebate Discounting Act. ***Consistent Uses:*** Bank information is required to administer and enforce the Act. It is shared with Manitoba, Nova Scotia, Prince Edward Island, Revenue Canada Taxation and the RCMP. ***Retention and Disposal Standards:*** Retention period is for a minimum of four years and varies according to subject. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA BCA 046 ***TBS Registration:*** 001945 ***Bank Number:*** IC PPU 033

Technological Information Service Reports
Description: The data bank contains reports from technology searches carried out in the patent literature. It includes information on clients (e.g. identity, address, telephone number), technological areas investigated and patent documents that were found as a result of the search. ***Class of Individuals:*** All clients of the Technological Information Service (TIS), usually businesses or government agencies. The TIS is only made available through recognized intermediaries. ***Purpose:*** Assist in the execution and administration of the TIS, e.g. ensuring optimal client service delivery. ***Consistent Uses:*** Facilitate continuous service improvements. ***Retention and Disposal Standards:*** Retained for 10 years and transferred to National Archives of Canada for selective retention. ***PAC Number:*** 78/005 ***TBS Registration:*** 004044 ***Bank Number:*** IC PPU 078

Technological Innovation Studies Program
Description: This bank is maintained by the Office of Industrial Innovation to record the applications received under the Technological Innovation Studies Program. This bank contains the curricula vitae of university professors who apply for grants to carry out studies, and information relating to research project proposals submitted by researchers. The files are arranged in alphabetical order with university affiliation. ***Class of Individuals:*** Academics and under-graduates. ***Purpose:*** The information is used to evaluate the qualifications of persons applying to carry out studies; to promote studies of interest to the Department in the field of the technological innovation process in Canada which will give background information used in the development of policies or programs; and to promote the development of a pool of experts in the area. ***Retention and Disposal Standards:*** Retained for six years, and then transferred to the National Archives of Canada. ***PAC Number:*** 80-016 ***Related to PR#:*** IST IST 554 ***TBS Registration:*** 001111 ***Bank Number:*** IC PPU 003

Testers of Communication Devices for Person with Disabilities
Description: This bank contains the names, telephone numbers and opinions of person with disabilities who have tested communications devices regarding the usefulness of the devices. ***Class of Individuals:*** Person with disabilities who have tested communications devices developed with the help of funding from the Industry Canad component of the National Strategy for the Integration of Persons with Disabilities. ***Purpose:*** To evaluate the benefits of the devices. ***Consistent Uses:*** To be used only as outlined in the purpose of the bank. ***Retention and Disposal Standards:*** Retained for two years then destroyed. ***PAC Number:*** PAC-86/001 ***TBS Registration:*** 003367 ***Bank Number:*** IC PPU 054

Timber Mark Name Index
Description: This bank contains registrations of all timber marks. ***Class of Individuals:*** Individuals holding

Standards: The files will be retained until 1996 and then transferred to Archives. ***PAC Number:*** 89-027 ***Related to PR#:*** CCA DST 175 ***TBS Registration:*** 002108 ***Bank Number:*** IC PPU 026

UFFI Homeowner File
Description: This bank was established under the UFFI Assistance Program. The information includes personal and property data such as name, mailing and property address, foam installation information, as well as whether or not the home has been tested and who performed the test. ***Class of Individuals:*** Owners of UFFI registered dwellings. ***Purpose:*** This bank was used to administer the UFFI Assistance program and the files are maintained in identification number sequence. Either the individual's name or the identification number is needed to access this information. ***Consistent Uses:*** N/A ***Retention and Disposal Standards:*** The files will be kept by the institution until 1996 and then to be sent to Government Archives Division for permanent retention. ***PAC Number:*** 89-027 ***Related to PR#:*** CCA DST 175 ***TBS Registration:*** 002109 ***Bank Number:*** IC PPU 027

Unclaimed Dividends/Undistributed Assets – Financial Files
Description: This bank contains records, namely remittance forms, of funds received or payments made under various sections of the Bankruptcy and Insolvency Act, such as filing fees, levy from trustees, undistributed assets and unclaimed dividends by creditors. The latter two are held in trust and are available to creditors providing appropriate identification. The files are maintained in estate number order, nor by individuals creditors. ***Class of Individuals:*** Creditors with unclaimed assets. ***Purpose:*** The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administrative Act. ***Consistent Uses:*** The information is used for the refund of unclaimed dividends to creditors. ***Retention and Disposal Standards:*** Information is retained for six years after trustee discharge. ***PAC Number:*** 86/001 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 002707 ***Bank Number:*** IC PPU 037

Unsolicited Applications for Employment
Description: This bank maintains an inventory of applications from individuals requesting employment with the Department. The files include completed application forms, letters, and curricula vitae of persons seeking employment with the Department. ***Class of Individuals:*** Individuals seeking employment with the Department. ***Purpose:*** The bank is used to review applications of individuals requesting employment with the Department when positions become available. ***Retention and Disposal Standards:*** Records are retained for six months and then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002559 ***Bank Number:*** IC PPU 052

Classes of Personal Information

Behavioural Research
This class contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report, to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year; thereafter it is inactive but retrievable for the next two years, after which it is transferred to the National Archives of Canada.

Complaints, Investigations and Inquiries Class (Competition Bureau)
This class contains personal information relating to the administration and enforcement of the Combines Investigation Act and the Competition Act. The material may relate to the legislation in general, or to any category of product or service. Most filing is done according to standard industrial classification coding; the key reference for retrieval purposes is the industry or company involved. There is limited cross-referencing to and recording of incoming correspondence which may contain personal information. (Such correspondence includes complaints and requests for information as well as information obtained from the Canadian Police Information Centre, U.S. Department of Justice and from O.E.C.D. anti-trust authorities.) Personal information held by the Bureau may be provided to federal or provincial departments and agencies to ensure a proper level of service to the person identified.

Enterprise/Industrial Development and Assistance
The Department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities which may have involved the storage of personal information include the Program for Export Market Development, the Defence Industry Productivity Program, the Microelectronics and Systems Development Program, the Technology Outreach Program, the Sector Campaigns,

timber mark registrations. ***Purpose:*** This bank, established under the Timber Marking Act, constitutes a public inventory of timber marks. This information bank is essentially historic since very few timber marks have been registered since 1975. ***Retention and Disposal Standards:*** The information in this bank is arranged alphabetically by name and is retained indefinitely. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 095 ***TBS Registration:*** 002115 ***Bank Number:*** IC PPU 046

Tools for Managing Technology and Innovation
Description: The bank of information contains records of public and private sector individuals, entrepreneurs, associations, publishers and institutes who have acquired, researched, published and otherwise disseminated information on technology transfer methods and procedures. Data base includes contact name, organization, address, telephone, fax, Internet address, services provided and comments on services. ***Class of Individuals:*** Scientists, engineers, public servants, university professors and individuals within the business community who have expertise in various areas of technology transfer. ***Purpose:*** Reference source and book to maintain a list of individuals, associations and consultants having expertise in an appropriate type of service. ***Consistent Uses:*** The Information is used to ensure objectivity in responding to requests for assistance or knowledge in solving problems related to the transfer of technology, assessment of new technology and launching or planning new products. ***Retention and Disposal Standards:*** The files are retained for six years and then transferred to the National Archives of Canada. ***PAC Number:*** 86/001 ***Related to PR#:*** IST IST 407 ***TBS Registration:*** 003549 ***Bank Number:*** IC PPU 057

Trustee System
Description: This bank contains a record of the licensing process of individuals and corporations to act as trustee under the Bankruptcy and Insolvency Act. The information includes the personal coded history of each trustee on the initial issue, renewal, extensions or restrictions if any, and removal of the licence as well as educational background and financial guarantors. The bank also includes personal information on designated proposal administrators and receivers, namely name, addresses and employer. The files are arranged by trustee number and are maintained in the head office of the Superintendent of Bankruptcy. ***Class of Individuals:*** Bankruptcy trustees, proposal administrators, receivers. ***Purpose:*** The information is used to monitor trustee licensing, including the annual renewal of licenses. ***Consistent Uses:*** The information is used to monitor trustee licensing, including the annual renewal of licenses. ***Retention and Disposal Standards:*** Rule 109.1 of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to keep a record of all licenses for at least 30 years after the designation ceases to be valid. ***PAC Number:*** 78/005 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 003551 ***Bank Number:*** IC PPU 059

Trustees Files
Description: This bank contains a record of the initial issue of a trustee license or consumer proposal administrator designation, the renewal and extension of thereof, restrictions any removal of designation. The information content of this bank includes the personal history of each trustee relating to education, financial portfolio, professional status, character enquiries made prior to the issuance of the license and any complaints and investigations against the individual. The files are kept in alphabetical order at the head office of the Superintendent of Bankruptcy in Ottawa. ***Class of Individuals:*** Bankruptcy trustees and consumer proposal administrator. ***Purpose:*** The purpose of this bank is to provide a repository for data used for the licensing of trustees in bankruptcies. Licenses are issued by the Superintendent of Bankruptcy who, under section 13 of the Bankruptcy and Insolvency Act, investigates into the character and qualifications of any applicant. ***Consistent Uses:*** The information is used to assess the qualifications of all applicants, the maintenance in good standing of the designation and the renewal thereof. ***Retention and Disposal Standards:*** The files are retained for 25 years after the designation is no longer valid. ***PAC Number:*** 78-005 ***Related to PR#:*** CCA COA 085 ***TBS Registration:*** 000123 ***Bank Number:*** IC PPU 036

UFFI Application Request Files
Description: The computer files of this bank contain the names and addresses of individuals who have requested UFFI information bulletins or application forms. Files are maintained in surname sequence at headquarters in Hull, Quebec. The individual's name is required to access this information. ***Class of Individuals:*** General public. ***Purpose:*** This bank was established under the UFFI Assistance Program and was used to send out UFFI assistance applications. The Program is no longer operating. ***Consistent Uses:*** No longer in use. ***Retention and Disposal Standards:*** The files will be retained until 1996 and then transferred to Archives. ***PAC Number:*** 89-027 ***Related to PR#:*** CCA DST 175 ***TBS Registration:*** 002107 ***Bank Number:*** IC PPU 025

UFFI Contractor File
Description: Each record of this branch contains the candidate's name, address, contractor identification number (if applicable) and information about whether or not the person has passed the registration test. The files are maintained in candidate number sequence as well as surname sequence at headquarters in Hull, Quebec. ***Class of Individuals:*** Registered contractors. ***Purpose:*** This bank was established under the Contractor Registration Program and was used to supply Canada Mortgage and Housing Corporation and UFFI homeowners with lists of registered contractors. ***Consistent Uses:*** None. ***Retention and Disposal***

including the Prosperity Initiative, the St. Lawrence River Environmental Technology Development Program, the Advance Manufacturing Technology Application Program, the Strategic Technologies Program, the Science Culture Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Advanced Technology Program – Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects, Aboriginal Business Canada and its earlier programming, the Western Transportation Industrial Development Program, the FEDNOR Core Industrial Program, the Rural Small Business Program – FEDNOR, the FEDNOR Loan Insurance Program, the FEDNOR Tourism Program, and Grants and Contributions to non-profit organizations to promote economic cooperation and development.

Personal information may include particulars such as the names, addresses, social insurance numbers, financial interests, management capabilities, employment histories, remuneration, age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the program area, the corporate/project name, the location of a facility and the approximate date of submission/award.

General Development Agreements, Economic and Regional Development Agreements, Subsidiary Agreements and Related Initiatives
The Department has collected data needed for the administration of subsidiary agreements entered into with the provinces, consistent with the terms and conditions of general development agreements previously signed with all provinces, except Prince Edward Island, and the new economic and regional development agreements entered into with the 10 provinces. The general development agreements, which expired on March 31, 1984, established the framework for development and identified development opportunities for implementation under subsidiary agreements. The economic and regional development agreements with the provinces, as well as the subsidiary agreements signed under the economic development agreements with the Territories, provide a framework for co-operation and consultation on matters relating to economic development in each province and territory. As opportunities are identified, individual subsidiary agreements are formulated. These opportunities are normally unique to a province and, as a result, subsidiary agreements cover a broad range of specific programs.

Personal information may be stored in administering a number of subsidiary agreements. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the name of the project or program that may be related thereto and the approximate date of submission/award.

Inquiries (Bureau of Consumer Affairs)
This class contains inquiries concerning the following Acts, which are administered in whole or in part by the Department: Canada Agricultural Products Standards Act; Consumer Packaging and Labelling Act; Electricity; Gas and Inspection Act; Fish Inspection Act; Food and Drugs Act; Hazardous Products Act; National Trade Mark and True Labelling Act; Precious Metals Marking Act; Textile Labelling Act; Weights and Measures Act. This class contains records on establishments that have been inspected with respect to the requirements or the legislation listed above. It contains inspection and incident reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the Department.

Mailing Lists (Bureau of Corporate Policy and Strategic Planning)
This class of personal information contains the names and addresses of individuals who are on a mailing list to receive specific information or publications on departmental programs and activities. The lists are used by all bureaus to distribute departmental information and to respond to requests by individuals. The lists are updated on a continuing basis. The lists are maintained for a minimum of two years.

Ministerial Correspondence
This class of information contains correspondence addressed to the Minister and/or Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Industry Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Other Programs and Agreements
This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific

problems of a limited nature or in specifically defined areas of the country. For example, a 15-year development agreement, the Prince Edward Island (P.E.I.) Comprehensive Development Plan, was signed by Canada and P.E.I. in 1969, under the authority of the Fund for Rural Economic Development Act. The plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per capita income. In addition, under the Federal Development Strategy, the Department has been involved in providing further economic development activities in P.E.I.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of information is normally retrievable only if specifics are provided, such as the name of the program concerned, the name of the specific project and the approximate date of submission/award.

Program Evaluation (Bureau of Corporate Policy and Strategic Planning)
This class of personal information contains data collected from departmental employees for departmental program evaluation studies. The aggregate data are used to support program evaluation, policy analysis and program development activities. All data are retained at headquarters with study files retained for a minimum of two years. Files are retrievable by study only. The names of individual participants are not retained.

Public Opinion Research
This is a class of records generated by departmental officials who conducted public opinion research on a vast spectrum of topics related to the mandate and mission of the Department of Industry Canada. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires which may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Technological Information Services Requests (Intellectual Property Directorate)
This class includes the names, addresses and telephone numbers of individual inventors and entrepreneurs who have submitted requests for technological information. Also included is background information relating to the requests, the purposes of the requests and the specific areas of interest. The purpose of this service is to provide a technology search to assist in the development of new or improved products and processes and to avoid duplication of research and development. Requests are received via intermediary agencies (such as provincial research councils), and files are maintained by agency, not by name of individual. Requests are retained for a minimum of two years.

Security Video Surveillance
This class includes video surveillance tapes for close circuit television (CCTV) cameras located on the perimeters of or within departmental facilities. The cameras record the image of employees and visitors entering and exiting some of the department's facilities or movements within certain restricted areas of the department. Access to the videotapes is strictly controlled by the Departmental Security Officer. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. The tapes are normally kept for a thirty day period and are then reused. In the case of video information used in the conduct of an investigation, the video evidence will be kept as long as required by law or until no longer required as evidence.

Manuals

- A Guide to Copyrights (CIPO)
- A Guide to Industrial Designs (CIPO)
- A Guide to Integrated Circuit Topographies (CIPO)
- A Guide to Patents (CIPO)
- A Guide to Trade-Marks (CIPO)
- Aboriginal Business Canada – Policy Guidelines (Operations)
- ACC-LAB: Procedure for the Accreditation of Testing Laboratories by Industry Canada (SITT)
- Access to Information and Privacy Manual (ATIP)
- Accreditation Criteria, Policies and Procedures (Measurement Canada)
- Accreditation of Organizations to perform Initial Factory Inspections (Measurement Canada)
- Accredited Meter Verifiers (AMV) Status Table (Measurement Canada)
- Administrative Support Manual (Comptroller)
- An Overview of Canada's Competition Act - 1993 (Competition Bureau)
- Applicants Guide Contributions Program 1999-2000: For Non-profit Consumer and Voluntary Organisations (Consumer Affairs)
- Approval Index (Measurement Canada)
- Broadcasting Circulars (BC) (SITT - Quebec Region)
- Broadcasting Equipment Standards Procedures (BESP) (SITT- Quebec Region)

- Broadcasting Procedures and Rules (BPR) (SITT - Quebec Region)
- Bulletin Manual – Legal Metrology (Measurement Canada)
- CA Identification Number Microfiche Index on Textile Dealers (Competition Bureau)
- Calibration and Certification Procedures (Measurement Canada)
- Canada Community Investment Plan (CCIP) - Policy & Procedures for Community Demonstration Projects (ISP)
- Canadian Industrial Design Procedures Manual (CIPO)
- Certification Procedure (CP-01) (SITT)
- Client Procedures Circulars (CPC) (SITT - Quebec Region)
- Code of Ethics for Bankruptcy Trustees (Bankruptcy)
- Conformity Assessment Procedures (SITT - Quebec Region)
- Connecting Canadians Graphic Standards Manual - April 1999 (Communications)
- Corporate Compliance Programs -1997 (Competition Bureau)
- Corporations Directorate Policies and Procedures Manual (Corporations)
- Criteria and Procedures for the Accreditation of Electricity and Gas Meters (Measurement Canada)
- CS-03: Certification Specification for Terminal Equipment, Terminal Systems, Network Protection Devices, Connection Arrangements and Hearing Aids Compatibility (SITT)
- Dealing with debt: a consumer's guide (Bankruptcy)
- Departmental Motor Vehicle Fleet Management Manual (Comptroller)
- Departmental Security Policies and Procedures Manual (Comptroller)
- Deputy Minister's Directives – Volume I – Administration (Operations)
- Deputy Minister's Directives – Volume II – Human Resources (Operations)
- DES-LAB: Procedure for the Designation of Testing Laboratories by Industry Canada (SITT)
- Diagnostic Review Service (DRS) Policy and Procedures Manual - June 1993
- Dictionary of Shapes and Terms Thereof
- Directives of the Superintendent of Bankruptcy (Bankruptcy)
- Forest Industries Program – Policy and Administrative Directive (Industry Sector)
- Industrial Designs Classification Manual (CIPO)
- Industry Canada Contracting Manual (Comptroller)
- Industry Canada Graphic Standards Manual - 1997 (Communications)
- Industry Canada Guide to Advertising - April 1998 (Communications)
- Industry Canada Publishing Guide - 1997 (Communications)
- Industry Canada Style Guide for Writers and Editors - 1997 (Communications)
- Information Bulletin No. 3 -- Program of Compliance (Competition Bureau)
- Information Bulletin No. 5 -- Merger Enforcement Guidelines (Competition Bureau)
- Information Kit on Prenotification
- Information on the Application of the Telecommunications Apparatus Technical Assessment and Testing Fees Order Made under the Financial Administration Act (TRC-49) (SITT)
- Insolvency Bulletin (Bankruptcy)
- Insolvency Circulars (Bankruptcy)
- Inspection Procedures Manual
- Inspector's Handbook (Bankruptcy)
- Instruction Manual for Field Offices (Corporations)
- Intellectual Property Policy (for the Communications Research Centre) (CRC)
- Internal Procedures Circulars (IPC) (SITT - Quebec Region)
- Interventions and Trustee Monitoring Programs (Bankruptcy)
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) (Comptroller)
- Manual of Patent Office Practice (CIPO)
- Merger Enforcement Guidelines as Applied to a Bank Merger (Competition Bureau)
- Misleading Advertising Bulletin (issued quarterly) (Competition Bureau)
- Misleading Advertising Guidelines - 1991 (Competition Bureau)
- Monitoring and Payments Manual (Comptroller)
- Office of the Superintendent of Bankruptcy Quality Service Brochure (Bankruptcy)
- Open Area Test Site (SITT)
- Patent Examination Manual (CIPO)
- Policy and Procedures: Contract for Services and Collaborative Research and Development Agreements (CRC)
- Predatory Pricing Enforcement Guidelines - 1992 (Competition Bureau)
- Price Discrimination Enforcement Guidelines - 1992 (Competition Bureau)
- Principles and Guidelines for Environmental Labelling and Advertising - 1994 (Competition Bureau)
- Procedure to approve a Test Facility (SITT)
- Program of Compliance (Competition Bureau)

- Programs Policies Manual
- Programs Procedures Manual
- PROV-ADSL: Provisional Requirements and Test Methods for ADSL Terminal Equipment (SITT)
- Radio Equipment Certification Procedure (RSP-100) (SITT)
- Radio Equipment List (REL) (SITT)
- Radio Standards Procedures (RSP) (SITT - Quebec Region)
- Secretarial Procedures Manual (Human Resources)
- Small Business Loans Act Guidelines, September 1996
- Specifications for Approval of Type for Gas Meters and Auxiliary Devices (Measurement Canada)
- Specifications for Approval of Type of Electricity Meters, Instrument Transformers and Auxiliary Devices (Measurement Canada)
- Standard Drawing for Electricity Metering Installations (Measurement Canada)
- Statistical Sampling Plans for the Verification and Reverification of Electricity and Gas Meters (Measurement Canada)
- Strategic Alliances under the Competition Act - 1995 (Competition Bureau)
- Strategic Technologies Program – Biotechnology Component: Program Manual (Industry Sector)
- Terminal Attachment Programme Approved Test Facilities (SITT)
- Terminal Equipment - Certification Procedure (CP) (SITT - Quebec Region)
- Terminal Equipment List (TEL) (SITT)
- Trade Marks Examination Manual (CIPO)
- Trade-marks Examination Wares and Services Manual (CIPO)
- Trustee Licensing Policy (Bankruptcy)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The departmental library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of Industry Canada and other federal government institutions. This facility is located at:

Industry Canada
235 Queen Street
3rd Floor West
Ottawa, Ontario
K1A 0H5

(613) 954-2728

Industry Canada is committed to making its extensive information holdings and expertise accessible electronically. Corporate and media information such as news releases, speeches and general information on departmental policies, programs and activities are available on Industry Canada's Corporate Information Site at This site also provides links to information resources within the department and from Industry Portfolio partners.

More information is available at:

General enquiries: (613) 947-7466
Publications enquiries: (613) 947-7466
Media enquiries: (613) 943-2502

Halifax, Nova Scotia (serving New Brunswick, Prince Edward Island and Newfoundland)

(902) 426-3458

Montreal, Quebec

(514) 496-2051

Toronto, Ontario

(416) 973-5000

Vancouver, British Columbia (serving Yukon)

(604) 666-5000

Winnipeg, Manitoba (serving Alberta, Saskatchewan and Northwest Territories)

(204) 983-5851

Reading Room

The Department of Industry Canada has designated certain areas as public reading rooms under the Access to Information Act. Their addresses are:

British Columbia (serving Yukon)

2000 – 300 West Georgia Street
Vancouver, British Columbia
V6B 6E1

Manitoba (serving Alberta, Saskatchewan, and the Northwest Territories)

400 St. Mary Avenue
Winnipeg, Manitoba
R3C 4K5

Nova Scotia (serving New Brunswick, Prince Edward Island and Newfoundland))

1801 Hollis Street, 5th Floor
Halifax, Nova Scotia
B3J 2V9

50 Brown Avenue
Dartmouth, Nova Scotia
B3B 1X8

Ontario

Yonge-Richmond Centre
151 Yonge Street, 4th Floor
Toronto, Ontario
M5C 2W7

Quebec

Documentation Centre
5 Place Ville-Marie, Room 700
Montreal, Quebec
H3B 2G2

International Centre for Human Rights and Democratic Development

Chapter 67

General Information

Background

The International Centre for Human Rights and Democratic Development was established by an Act of the Parliament of Canada in 1988, and officially inaugurated in 1990.

Responsibilities

A Canadian institution with an international mandate, the Centre is an independent and non-partisan organization which initiates, encourages and supports the promotion, development and strengthening of democratic and human rights institutions and programmes as defined in the International Bill of Human Rights. Its mandate therefore covers civil, political, social, economic and cultural rights, as defined by the Universal Declaration and its two companion covenants.

Legislation

- International Centre for Human Rights and Democratic Development Act

Organization

The Centre is governed by a 13-member Board of Directors, named by the Governor General of Canada. Three members of the Board must be from developing countries.

Reading Room

63, rue de Brésoles
Montreal, Quebec
H2Y 1V7

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

International Centre for Human Rights and Democratic Development
63, rue de Brésoles
Montreal, Quebec
H2Y 1V7

Tel: (514) 283-6073
Fax: (514) 283-3792
Internet Site: http://www.ichrdd.ca
Email: ichrdd@ichrdd.ca

International Development Research Centre
Chapter 68

General Information

Background
The International Development Research Centre (IDRC) was established as a public corporation by the International Development Research Centre Act of 1970.

Responsibilities
IDRC gives priority to supporting research projects whose overall goals involve meeting the challenges of sustainable and equitable development. IDRC's research activities are divided into six multidisciplinary themes: Biodiversity Conservation; Equity in Natural Resource Use; Food Security; Information and Communications; Strategies and Policies for Healthy Societies, Sustainable Employment. The IDRC is financed by the Parliament of Canada; its policies, however, are set by an international Board of Governors.

Legislation
- General Bylaw of the IDRC
- International Development Research Centre Act, 1970

Organization
The IDRC's headquarters are in Ottawa where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), South Africa (Johannesburg), Latin America and the Caribbean (Montevideo) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the International Development Research Centre Act, the chairperson, vice-chairperson and nine other governors must be Canadian citizens; the other ten are non-Canadians.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the Minister designated for that purpose by the Governor in Council (currently the Minister of Foreign Affairs). A management committee composed of officers appointed by the Board of Governors assists the president in the Centre's operations.

♦ Corporate Services Branch (CSB)
The Corporate Services Branch implements the Centre's initaitives in the areas of corporate communications, evaluation, revenue diversification and programming.

Programs Branch (PB)
Programs Branch implements the Centre's program of research support, which is defined in terms of development issues and the knowledge required to address them.

Resouces Branch (RB)
Resources Branch provides administrative support to the Centre's activities.

Information Holdings

Program Records

1.01 Program Initiatives within the Biodiversity Conservation Theme
Description: Information on research and development on biodiversity conservation. ***Topics:*** Models for intellectual property and traditional resource rights; indigenous and local knowledge of biodiversity; community involvement in the development and conservation of agricultural and aquatic biodiversity; incentives for in-situ conversation; income generating strategies for sustainable use of products of biodiversity. ***Program Record Number:*** IDR PB 005

1.02 Program Initiatives within the Food Security Theme
Description: Information on research and development of reducing the stress on food production systems. Topics: Alternative approaches to natural resources management on Latin America and the Caribbean, urban and periurban agriculture, community based natural resources management in Asia. ***Program Record Number:*** IDR PB 010

1.03 Program Initiatives within the Information and Communication Theme
Description: Information on research and development of the effective use of information and communication technologies (ICTs) to address the gap between the "information haves" in the North and "have nots" in the South. ***Topics:*** Applications of ICTs and knowledge access and transfer, use of networking technologies to improve communication, access to information and impact of research; empowering communities in sub-saharan Africa to apply ICTs to their social and economic development. ***Program Record Number:*** IDR PB 015

1.04 Program Initiatives within the Equity in Natural Resource Use Theme
Description: Information on research and development on improving the quality of life of communities in Africa and the Middle East, through more equitable, sustainable and productive use of land and water resources. ***Topics***: Natural resources management; water management, policy research on property rights; sustainalbe rangeland management, technology transfer, community participation. ***Program Record Number:*** IDR PB 020

1.05 Program Initiatives within the Sustainable Employment Theme
Description: Information on research and development on sustainable employment. ***Topics:*** Economic stabilization, modelling techniques, trade policies, participation in global economy, small enterprise sector, innovation and technological upgrading. ***Program Record Number:*** IDR PB 025

1.06 Program Initiatives within the Strategies and Policies for Healthy Societies Theme
Description: Information on research and development of identification and assessment of interventions that improve people's lives. ***Topics:*** Social policy reform options, ecosystem approaches to human health, peacebuilding and reconstruction in war-torn societies. ***Program Record Number:*** IDR PB 030

2.01 African Technology Policy Studies Network
Description: Information on improving the quality of technology policy decision making and to strengthen the institutional capacity for management of technological development. ***Topics:*** Economic and social development, capacity building, science and technology, decision-making. ***Program Record Number:*** IDR PB 035

2.02 Bellanet Initiative
Description: Information and communication technologies (ICT) to broaden collaboration, increase participation and knowledge diffusion.. Topics: Information sharing, program planning, program delivery, and evaluation. ***Program Record Number***: IDR PB 040

2.03 Economy and Environment Program for Southeast Asia
Description: Information on the development and support of capacity building for conducting research on the economics of environmental management. ***Topics:*** Capacity building, environmental economics, environmental management. ***Program Record Number***: IDR PB 045

2.04 Essential Health Interventions Project
Description: Support of the planning and delivery of essential public and clinical health services. ***Topics:*** Disease analysis, cost-effectiveness of selected interventions as tools for setting priorities and allocating health resources. ***Program Record Number:*** IDR PB 050

2.05 International Model Forest Network
Description: Information on the management, conservation, and sustainable development of forest resources. ***Topics:*** International network, model forests, and sustainable forest management. ***Program Record Number:*** IDR PB 055

2.06 Research for International Tobacco Control
Description: Information on tobacco production and consumption research. ***Topics:*** Tobacco consumption and production, information sharing, policy making. ***Program Record Number:*** IDR PB 060

2.07 Micronutrient Initiative
Description: Information on controlling and eliminating micronutrient malnutrition. ***Topics***: Micronutrient malnutrition, iodine deficiency, vitamin A deficiency, and iron deficiency anaemia in women. ***Program Record Number:*** IDR PB 065

2.08 Office for Central and Eastern Europe Initiatives
Description: Information on environmental rehalibitation of Dnipro river system in Ukraine. ***Topics:*** Water pollution, water management, capacity building, information sharing. ***Program Record Number:*** IDR PB 070

2.09 Environmental Management Secretariat
Description: Information on environmental management. ***Topics:*** Environmental management, policy planning, evaluation, information sharing. ***Program Record Number:*** IDR PB 075

2.10 Secretariat for Institutional Suppport for Economic Research in Africa
Description: Information on institutional support for economic research in Africa. ***Topics:*** Economic research centres, capacity building, information sharing. ***Program Record Number:*** IDR PB 080

2.11 Trade and Industrial Policy in South Africa
Description: New context for formulating trade and industrial policy in South Africa. ***Topics:*** Capacity building, policy analysis, linking experts, skills development and training. ***Program Record Number:*** IDR PB 085

2.12 International Network for Bamboo and Rattan
Description: Information and research on value and use of bamboo and rattan products.***Topics:*** Appropriate technologies, ecological security, sustainable food security, bamboo-based agroforestry systems.***Program Record Number:*** IDR PB 090

Corporate Services Branch (CSB)

External Databases
Description: The following databases can be accessed on-line or via the World-Wide Web: IDRIS (IDRC-supported projects); BIBLIO (listing of Library holdings); and IMAGES (slides related to IDRC projects). ***Topics:*** Research aspects of international development. ***Program Record Number:*** IDR CSB 005

Internal Databases
Description: IDRC maintains a number of databases related to the work of the Centre in supporting research activities to benefit developing countries. Topics: EPIK (IDRC's research activity management information system); IDB (institutions related to the work of IDRC); HIFI (finances); TRIPS (travel); TAPS (purchasing); EVIS (evaluations); PCR (project completion reports); and RIMS (records management). ***Program Record Number:*** IDR DSI 010

Personal Information Banks

Training and Awards - Corporate Services Branch
Description: This database contains a record of all individuals (Canadian and non-Canadian) who have been granted an award or received support for training from the International Development Research Centre. The files include the names of applicants, personal information, occupational and professional background, proposed program of study, name and address of the supervisor, and third-party appraisals. Limited information about family members, when needed for the administration of awards, may also be contained in the files. Data is kept both in paper files and in an electronic database called CENTRA (Centre Training and Research Awards database). ***Class of Individuals:*** Canadian and non-Canadian students, researchers, and professionals having an interest in pursuing research or related work in the filed of international development. ***Purpose:*** The information is compiled to evaluate the merits of applicants who have requested funding, and to facilitate administration of funding granted to successful applicants. ***Consistent Uses:*** These files are used to monitor progress; maintain funding schedule; record final report; and prepare final evaluation of results.***Retention and Disposal Standards:*** Subject to transfer to the National Archives of Canada six years after closure. Electronic data are retained indefinitely for reference purposes. ***PAC Number:*** 83-002 ***TBS Registration:*** 001151 ***Bank Number:*** IDR PPU 005

Manuals

- Authorizations Manual
- Country Procedures Manual
- Management Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For general information, please contact:
Public AffairsInternational Development Research Centre
P.O. Box 8500
Ottawa, Ontario
K1G 3H9

Tel. (613) 236-6163, ext. 2563
Fax (613) 238-7230

Reading Room

In accordance with the Access to Information Act, the Centre's Library provides a public reading room. The library is located at:

250 Albert Street
9th Floor
Ottawa, Ontario

Jacques Cartier and Champlain Bridges Incorporated
Chapter 69

General Information

Background
The Jacques Cartier and Champlain Bridges Incorporated was established under the Canada Business Corporations Act on November 3, 1978. Since, the Corporation assumed the responsibility for the operation, maintenance and administration of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute. This responsibility had previously been assumed by the National Harbours Board. Effective October 1, 1998 the Jacques Cartier and Champlain Bridges Incorporated came under The Federal Bridge Corporation Limited and assumed the responsibility for the operation, maintenance and administration of the federally-owned portion of the Honoré-Mercier Bridge and the Melocheville Tunnel which had been previously assumed by the St-Lawrence Seaway Authority (now dissolved).

Responsibilities
The mandate of The Jacques Cartier and Champlain Bridges Incorporated is to operate and maintain the Jacques Cartier, Champlain and Honoré-Mercier bridges, the Bonaventure Autoroute and Melocheville Tunnel by undertaking regular and major maintenance works while providing the public with a safe and efficient transit across the structures.

Legislation
- Canada Business Corporations Act
- Financial Administration Act

Organization
The headquarters is in Longueuil, Québec. There is a Board of Directors, a Management Committee, a General Manager, an Engineering and Construction Services, an Operations and Maintenance Services, a Financial Services and an Administrative Services.

Information Holding

Program Records

Champlain Bridge
Description: Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). ***Topics:*** Champlain Bridge – general; bridge construction; bridge construction contracts; buildings and properties; buildings – construction, construction contracts, maintenance and repairs, maintenance and repairs contracts; fill; inspection and testing of materials; land concessions; land disposal; deeds – acquisition, case files; easements (case files); leases and licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply: roads – north approaches, northwest approaches; Bonaventure Autoroute; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; traffic control; statistics, traffic signs and supports; water supply; Bonaventure Autoroute; Bonaventure Autoroute, construction of; dealings; fences; reversible lane; road signs; Champlain Bridge sections – section 1A, section 2, sections 2 and 3, sections 2, 4 and 8, section 3, sections 3, 4, 5 and 6, section 4, section 5, sections 5 to 7, section 6, sections 6, 7 and 8, section 7B, section 8. ***Program Record Number:*** JCCBI CHB 001

Jacques Cartier Bridge
Description: Information about the administration of the Jacques Cartier Bridge. ***Topics:*** Jacques Cartier Bridge – general; bridge construction; bridge construction contracts; buildings and properties; buildings – construction, construction contracts, maintenance and repairs, maintenance and repair contracts; land concessions; land disposal; deeds – acquisition, case files; easements (case files); leases and licences (case files); letters patent (case files); transfers (case files); lighting system – load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; road approaches; roads – north approaches, south shore approaches; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; St-Helen's Island; The St. Lawrence Seaway Authority; telephone cables; traffic control; traffic statistics; widening of the roadway. ***Program Record Number:*** JCCBI JCB 002

Honoré-Mercier Bridge
Description: Information about the maintenance and repairs of the federally-owned portion of the Honoré-Mercier Bridge and its approaches. ***Topics:*** Honoré-Mercier Bridge – general; bridge construction; bridge construction, contracts; maintenance and repairs; maintenance and repair, contracts; professional service contracts; roads; road approaches. ***Program Record Number:*** JCCBI HMB 003

Melocheville Tunnel
Description: Information about the administration of the Melocheville Tunnel. ***Topics:*** Melocheville Tunnel – general; tunnel construction; land; land concessions; land

disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences; leases, licenses(case files); letters patent; letters patent (case files); transfers; transfers (case files); lighting system; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; roads, road approaches; service contracts. ***Program Record Number:*** JCCBI MET 004

Personal Information Banks

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals; invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account. ***Class of Individuals:*** Individuals, firms, employees. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Corporation or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees. ***Retention and Disposal Standards:*** The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. ***PAC Number:*** 98/027 ***Related to PR#:*** SLS FAR 030 ***TBS Registration:*** 000294 ***Bank Number:*** JCCBI PPU 130

Accounts Receivable Files

Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Files exist to maintain hard copy documentation. Access to this bank will require name and address. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation. ***Retention and Disposal Standards:*** Six years. ***PAC Number:*** 98/027 ***Related to PR#:*** SLS FAR 030 ***TBS Registration:*** 000295 ***Bank Number:*** JCCBI PPU 135

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank exists to retain applications for employment. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** Please employ standard retention period. ***PAC Number:*** 98/027 ***TBS Registration:*** 001602 ***Bank Number:*** JCCBI PPU 181

Claim, Accident Files

Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the reason for the claim or the accident. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Fatal accidents (other than staff), motor vehicle accidents, claims/debts due to or against the Crown – six years after settlement. ***PAC Number:*** 98/027 ***TBS Registration:*** 000293 ***Bank Number:*** JCCBI PPU 125

Construction, Maintenance and Repair Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for construction projects. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. ***PAC Number:*** 98/027 ***TBS Registration:*** 000298 ***Bank Number:*** JCCBI PPU 150

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal report, name and address of person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence being by document number with name of the seller appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any building that might be located thereon. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained indefinitely. ***PAC Number:*** 98/027 ***TBS Registration:*** 000301 ***Bank Number:*** JCCBI PPU 165

Easement Files
Description: This bank contains information relating to granting of the easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained for three years after expiry of privilege involved. ***PAC Number:*** 98/027 ***TBS Registration:*** 000302 ***Bank Number:*** JCCBI PPU 170

Lease, Licence Files
Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of the lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Twenty years after cancellation of privilege. ***PAC Number:*** 98/027 ***TBS Registration:*** 000303 ***Bank Number:*** JCCBI PPU 175

Letters Patent Files
Description: This bank contains information relating to the request to purchase, authorization to sell, description of the property, appraisal report, sale price, name and address of purchaser, as well as a copy of the letters patent document. The filing sequence is by document number with the name of the purchaser appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained indefinitely. ***PAC Number:*** 98/027 ***TBS Registration:*** 000304 ***Bank Number:*** JCCBI PPU 180

Procurement Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the Corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Contracting firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. ***PAC number:*** 98-027 ***TBS Registration:*** 000273 ***Bank Number:*** PJCCI PPU 025

Professional Service Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. ***PAC Number:*** 98/027 ***TBS Registration:*** 000299 ***Bank Number:*** JCCBI PPU 155

Purchase Orders and Tender Files
Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. ***Consistent Uses:*** These files may be used

as research for future purchase requirements. ***Retention and Disposal Standards:*** Five years. ***PAC Number:*** 98/027 ***TBS Registration:*** 000297 ***Bank Number:*** JCCBI PPU 145

Service Contract Files

Description: Files may contain a requisition for the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, and a signed contract. It should be noted that the filing sequence is numerical by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of services such as security, grass cutting, reproduction, laboratory testing, snow removal, janitorial services, and courier and power supply services. ***Consistent Uses:*** These files may be used as research for future contract work. ***Retention and Disposal Standards:*** Five years. ***PAC Number:*** 98/027 ***TBS Registration:*** 000300 ***Bank Number:*** JCCBI PPU 160

Suppliers' Files

Description: The bank contains letters of solicitation, names and addresses of firms or individuals and information or literature describing the services or products available from the suppliers. Access to this bank will require name and address. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain records on suppliers of services or products. ***Consistent Uses:*** The bank is used to select suppliers. ***Retention and Disposal Standards:*** Five years. ***PAC Number:*** 98/027 ***TBS Registration:*** 000296 ***Bank Number:*** JCCBI PPU 140

Classes of Personal Information

Purchasing Section

In the course of conducting the programs and activities of the Purchasing Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files containing information on the disposal of surplus materiel and equipment, including the declaring of surplus assets, the location of assets, the names and addresses of purchasers and pertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets. The retention period for surplus assets files is two years after disposal.

Manuals

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Canada Building Code
- Canada Electrical Code
- Canada Labour Code
- Canadian Uniform Traffic Control Devices Manual
- Contract Administration for Project Managers Manual
- General Instructions on Highway Signalization, Quebec
- Preventive Maintenance Manual – Electricity
- Purchase Manual
- Quebec Highway Safety Code

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Jacques Cartier and Champlain Bridges Incorporated
1111 St-Charles Street West, West Tower
Suite 600
Longueuil, Quebec
J4K 5G4

(450) 651-8771

Web Site: pjcci.ca

Reading Room

The Jacques Cartier and Champlain Bridges Incorporated
1111 St-Charles Street West, West Tower
Suite 600
Longueuil, Quebec
J4K 5G4

Laurentian Pilotage Authority Canada
Chapter 70

General Information

Background
As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972, governed by the Pilotage Act and Regulations. For the purpose of the Financial Administration Act, the Authority is a corporation specified in Schedule III, Part I of that Act.

Responsibilities
The objects of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service within the region.

The Chairman is the Authority's chief executive officer. The board is composed of a maximum of seven members, appointed by the Governor in Council. The head office is located in Montreal.

Legislation
- Pilotage Act and Regulations, RSC, 1985, c. P-14

Organization
♦ Administration Branch
This Branch attends board meetings, keeps minutes and takes care of files and records.

♦ Board of Directors
The Authority's board of directors is appointed by the Governor in Council, to a maximum of seven members. The chairman is the chief executive officer.

♦ Operations Branch
This Branch provides pilotage services by assignment, and dispatches qualified pilots to ships navigating within the Authority's region.

Information Holdings

Program Records
Pilotage Services
Description: Information on the provision of pilotage services within the Laurentian region. ***Topics:*** Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs. ***Program Record Number:*** LPA OPR 005

Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of National Transportation Agency hearings. ***Program Record Number:*** LPA OPR 010

Personal Information Banks
Application for Employment File
Description: this bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. ***Class of Individuals:*** general public. ***Purpose:*** this is to maintain a record of information relating to applications for employment received from the general public. ***Retention and Disposal Standards:*** the retention period for this bank is two (2) years and after is destroyed. ***TBS Registration:*** 003685 ***Bank Number:*** LPA PPU 025

Board Members
Description: Section three of the Pilotage Act establishes the Authority and defines the composition of its membership. Information in this bank includes orders-in-council appointing them to the board, correspondence and travel expense claims. ***Class of Individuals:*** Members of the public, pilots and representatives of the shipping industry. ***Purpose:*** this bank is to maintain a record of information relating the members. ***Retention and Disposal Standards:*** files are retained for five (5) years after the none renewal of the orders- in-council appointing and are transferred to the National Archives of Canada. ***TBS Registration:*** 003686 ***Bank Number:*** LPA PPU 027

Marine incidents
Description: this file contains marine incidents reports and investigations and the name of persons involved in an incident. ***Class of Individuals:*** general public. ***Purpose:*** this bank is to maintain a record of information relating to marine incidents and investigations ***Retention and***

Disposal Standards: the marine incidents files are retained five (5) years and then are sent to the National Archives. ***TBS Registration:*** 003688 ***Bank Number:*** LPA PPU 035

Register of Pilots and apprentice pilots
Description: This bank contains information on physical characteristics, licences, certificates and marine incidents of pilots and apprentice pilots bound by contract with the Authority and are obtained under the Pilotage Act. ***Class of Individuals:*** general public. ***Purpose:*** this bank retains a register of certificates and qualifications required under the Pilotage Act. ***Retention and Disposal Standards:*** this bank are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. ***TBS Registration:*** 003687 ***Bank Number:*** LPA PPU 030

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes identification cards, staffing, training, grievances, official languages, disciplinary measures, occupational safety and health, parking and travelling expenses. This information is store as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and to whom it was addressed.

The personal information in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Accident Reports and Investigations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Laurentian Pilotage Authority
715 Victoria Square, 6th floor
C.P. 680, Tour de la Bourse
Montreal, Quebec
H4Z 1J9

(514) 283-6320

Reading Room

The Board Room of the Authority has been designated under the Access to Information Act as a public reading room. The address is:

715 Victoria Square, 6th floor
Montreal, Quebec.

Law Commission of Canada
Chapter 71

General Information

Background
The Law Commission of Canada is an independent institution created by Parliament in May 1996 with the passage of the Law Commission of Canada Act. The Act came into force on April 21, 1997 and the Commission started its operations on July 1, 1997. The Commission meets the needs of both government and Parliament for broadly-based and strategic advice on legal policy and law reform issues

The work of the Commission is to be guided by a set of principles, emanating from the consultations conducted in establishing the Law Commission, and embedded in the preamble of the legislation. These principles include a multidisciplinary approach openness, inclusiveness, responsiveness and cost-effectiveness.

Responsibilities
The mandate of the Law Commission is to study and keep under systematic review, in a manner that reflects the concepts and institutions of the common law and civil law systems, the law of Canada and its effects. Its efforts will focus on improvements, modernization and reforms to meet the changing needs of Canadian society and ensuring a just legal system.

The Law Commission of Canada will be responsible for the development of new approaches to, and new concepts of law, and the development of measures to make the legal system more efficient, economical, and accessible. The Commission will work towards the elimination of obsolescence and anomalies in the law. In addition, the Law Commission is mandated to stimulate critical debate in, and forge productive networks among academic and other communities.

In furtherance of its purpose, the Commission may undertake or sponsor studies and research, disseminate reports and other documents, organise conferences, seminars and other meetings and facilitate cooperation among governments and other organizations interested in justice and law.

Legislation
- Law Commission of Canada Act (proclaimed April 21,1997)

Organization
The Law Commission of Canada reports to Parliament through the Minister of Justice and is designated as a departmental corporation.

The structure of the Commission consists of one full-time Commissioner who is the President and CEO of the Commission and four part-time Commissioners, representing a broad range of expertise, who continue to reside in their community.

The work of the Law Commission is supported by a small permanent Secretariat located in the National Capital Region and headed by an Executive Director. The research work of the Commission is conducted by outside experts such as contractors from the academic community and the private sector under the direction of a Research Director.

A permanent Advisory Council provides the Commission with advice on strategic direction, including the establishment of its long-term agenda and program of studies and reviews its performance. In addition, the Commission has the ability to establish study panels to assist with specific projects on an as-needed basis.

Information Holdings

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about the Law Commission of Canada may be obtained by contacting:

Law Commission of Canada
473 Albert Street, 11th Floor
Ottawa, Canada
K1A 0H8

(613) 946-8980

Reading Room
Address same as above.

The Leadership Network
Chapter 72

General Information

Background
The Leadership Network was designated as a Division or Branch of the Public Service under the Financial Administration Act by Order in Council P.C. 1998-952 in June 1998. The Leadership Network has also been designated as a department for the purposes of the Public Service Employment Act.

Responsibilities
The mandate and mission of The Leadership Network are to promote, develop and support networks of leaders throughout the Public Service of Canada, and to assist them in the ongoing challenge of public service renewal.

Operating environment
The Leadership Network operates in partnership with several organizations in order to respond to the changing needs of citizens by continually redefining the role of government and renewing public sector institutions to better serve Canada and Canadians.

The task is ongoing, the need is continuous, and the scope is beyond the mandate and abilities of any one institution. It is through the collective inputs of all levels of the public sector, including functional communities and regional organizations across Canada, that these challenges will be met.

Its partners include the Privy Council Office, the Treasury Board Secretariat, the Public Service Commission, the Canadian Centre for Management Development, other departments, federal regional councils, functional communities, and public and private organizations that promote public service renewal issues.

Objectives
The objectives of The Leadership Network are:

- to enhance dialogue and flow of information between leaders at all levels within the public service;
- to ensure effective collective management of Assistant Deputy Ministers as a valued corporate resource;
- to assist groups within the Public Service of Canada in the continuous implementation of public service renewal.

Organization
The Leadership Network is organized as follows:

Responsibilities of the Assistant Deputy Minister (ADM) Corporate Secretariat include: managing a 'single window' secretariat to facilitate collective management of ADM's: career counseling and advisory services related to entry into the ADM community, assignments, personal and career development strategies, learning opportunities and, support for ADM contribution to La Relève - particularly in leading dialogue among executives, managers, and other leaders in the Public Service.

Responsibilities of the Leadership Network Development Branch include: nurturing existing leader networks, creating others as needed in partnership with regions, departments and central agencies; reaching out to leaders at all levels of the Public Service - executives, managers, supervisors and employees using traditional communications techniques, Intranet and Internet, enhancing dialogue among leaders around the challenge of public service renewal, and contributing to strengthening communications within the Public Service.

Responsibilities of the Corporate Projects Co-ordination and Support Branch include: assisting departments and agencies, functional communities and federal regional councils in implementing La Relève and promoting and supporting action across the country around major issues such as: pride and recognition, values and ethics, the challenges faced by executives and middle managers, the emerging workforce of the future, and regional issues.

The role of the Internal Services and Systems Branch consists in the provision of Administrative, Financial, Informatics and Human Resources Services.

Information Holding

Program Records
(Please note that most of the documents produced by and for The Leadership Network are publicly accessible on our web site leadership.gc.ca)

Access to Information and Personal Information Requests
Description: Information concerning requests made under the Access to Information and Privacy Acts to access records of The Leadership Network, the replies to such requests and information related to their processing. Information is used to process requests for research and statistical purposes. ***Storage Medium:*** Paper ***Program Record Number:*** TLN ISS 1005

Assistant Deputy Minister (ADM) Resourcing
Description: General information relating to the administration of ADM resourcing such as, ADM resourcing procedures, DECKS, briefing notes, detailing

procedures, policies, correspondence, reports, names of departments, position title, name of incumbents.***Topics:*** ADM Resourcing - Closed Competition; Deployment within the ADM Pool; ADM Promotion Process; External Recruitment of ADM's; Open Competition; Without Competition. ***Access:*** Files are organized by subject. ***Storage Medium:*** Paper ***Program Record Number:*** TLN ACS 1560

ADM Collective Management
Description: Information relating to the administration of the ADM Collective Management System such as the ADM newsletter; Coaching practices and courses; DM visits and the COSO Review of Potential DM's; briefing notes, DECKS and general memoranda to DM's, ADM's, DG's of Human Resources and EX Unit Heads in departments and the Central Agencies.***Topics:*** ADM Collective Management; DM Visit (by department). ***Access:*** Files are organized by subject. ***Storage Medium:*** Paper ***Program Record Number:*** TLN ACS 1550

Partnerships
Description: Information relating to partnerships between The Leadership Network and outside organizations concerning public service renewal. May contain agreements with learning centres, universities and, research organizations. ***Topics:*** Partnerships; Cooperation and Liaison. ***Access:*** Files arranged by subject and by name. ***Storage Medium:*** Paper ***Program Record Number:*** TLN LND 1750

Plans and Progress Reports for La Relève
Description: May contain copies of documents relating to the renewal of the Public Service and its Human Resource management; action plans and progress reports on La Relève by central agencies, individual government departments, federal regional councils, and functional communities. People wishing to obtain information on the above should contact the appropriate specific department. ***Access:*** Files are organized by subject and by name. ***Storage Medium:*** Paper ***Program Record Number:*** TLN CPCL 1700

Public Service Renewal
Description: Information relating to the overall renewal of the Public Service and its human resources management. ***Topics:*** Public Service Renewal including demographics; Renewal of Functional Communities like Senior Executives and Middle Managers; Pride and Recognition; Recruitment and Retention; Staffing Reform; Labour Relations; Corporate Development Programs; Values and Ethics; Workplace Health; Employee Mobility and Learning and Training. ***Access:*** Files are organized by subject. ***Storage Medium:*** Paper ***Program Record Number:*** TLN CPCL 1650

The Leadership Information Service
Description: Information relating to communications activities designed to support leadership at all levels within the Public Service of Canada. ***Topics:*** The Leadership Information Service; Leadership Network Communications; The Leadership Network Web Site. ***Access:*** Files are organized by subject matter. ***Storage Medium:*** Paper ***Program Record Number:*** TLN LND 1600

The Leadership Network - General
Description: Information relating to the creation, action plan and strategic planning of The Leadership Network, reports and information on management committee meetings, general information on visiting international delegations; listing of publications and CD-ROM produced by The Leadership Network. ***Topics:*** Action Plan, Creation and Strategic Planning of The Leadership Network; Essential Records; Management Committee Meetings; Provincial and International Delegations; Publications. ***Access:*** Files are organized by subject matter. ***Storage Medium:*** Paper ***Program Record Number:*** TLN GEN 1500

Standard Program Records

Administration

Budgets

Buildings

Classification of Positions

Employment and Staffing

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Procurement

Salaries and Wages

Staff Relations

Training and Development

Personal Information Banks

Inventory of Unsolicited Applications (External Recruitment)
Description: Curriculum vitaes and/or application forms received from the public in an unsollicited manner, and that are of potential interest in terms of future ADM vacancies.***Purpose of the bank:*** The bank is used as a potential source of applications for ADM positions that are filled from outside the Public Service, usually because of special skills being sought. ***Class of individuals:*** Non public servants.***Consistent use:*** This bank is used to provide information relation to ADM recruitment from outside the Public Service by The Leadership Network on behalf of the Public Service.***Retention and disposal:***

Yet to be determined. ***TBS Registration***: 004386 ***Bank Number:***LN PPU 005

Manuals

- Financial coding manual
- Records management manual
- Departmental directives (electronic)
- Treasury Board Manuals
- Staffing Manual

Reading Room

3rd Floor, 122 Bank Street
Jackson Building
Ottawa, Ontario

Mackenzie Valley Environmental Impact Review Board

Chapter 73

General Information

Background

The Mackenzie Valley Environmental Impact Review Board is created by the Mackenzie Valley Resource Management Act (MVRMA) as an independent board separate from government. This Act came into force on December 28, 1998.

Responsibilities

The MVRMA sets up this Board as the main body to undertake environmental assessments and environmental impact reviews in the Mackenzie Valley.

Legislation

- Mackenzie Valley Resource Management Act (Part V)
- Exemption List Regulations
- Preliminary Screening List Regulations

Organization

The Board is made up of seven individuals appointed by the Minister of Indian Affairs and Northern Development. These are part-time Board members and are supported by a staff of five.

Information Holdings

Program Records

Board Records of Decision
Description: Public Registry - this contains correspondence and information from government departments; correspondence and information generated by Board staff; correspondence and information from companies undergoing environmental assessment. The public registry information is open to the public. ***Program Record Number:*** MVEIR

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standards Records and a description of their contents.

- Operations and Administrative Records

Manuals

- Operations and Administration Manual
- Interim Guidelines: Environmental Impact Assessment in the
- Mackenzie Valley

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Mackenzie Valley Environmental Impact Review Board
Box 938
Yellowknife, NT. X1A 2N7

Tel.: 1 867 873 9636
Fax : 1 867 920 4761

Mackenzie Valley Land and Water Board
Chapter 74

Note: The Mackenzie Valley Land and Water Board is subject to the Access to Information Act and the Privacy Act.

Medical Research Council of Canada
Chapter 75

General Information

Background
The Medical Research Council of Canada is a corporation established by the Medical Research Council Act. Its objective as stated in the Act is to help attain the quality and scale of research in the health sciences essential to the maintenance and improvement of health services. To this end the Council has established a number of types of grants (to support research), awards (to support individuals) and special programs for which individuals may make applications for consideration in peer-reviewed competitions. The personal information in the banks in this chapter consists mainly of assessments of applications obtained by the Council in the peer review process. For grants and special programs, access to this personal information is automatic, that is, copies of all review reports are sent to the applicant along with notification of the Council's decision. For awards, access is available on request, either informally, by letter, or by submission of the Privacy Access Request Form to the Privacy Coordinator.

Responsibilities
According to the Medical Research Council Act, the Council's mandate is to promote and support health sciences research in Canada by funding research carried out primarily in faculties of medicine, dentistry, and pharmacy, as well as in affiliated institutions and hospitals. The Medical Research Council is accountable to Parliament through the Minister of Health Canada.

Legislation
- Medical Research Council Act, R.S.C., c. M-9 amended 1976-77, c. 24, 34

Organization
The Council is comprised of a full-time President, who is also the chief executive officer, and 21 members representative of the scientific and lay community who serve without remuneration and are appointed by the Governor-in-Council. The Council's memberships also includes three Associate Members who represent the other two federal granting agencies and Health Canada. An Executive Committee of Council carries out executive powers and functions as assigned by Council through its by-laws. The Council itself approves all grants and scholarships and its programs are administered by a secretariat of approximately 76 employees located in Ottawa. Recommendations on grants and scholarships to be awarded are made to the Council following an extensive examination of aplications through a process of peer review. This peer review process consists of 29 grant and 10 award committees with a total membership of over 400 working scientists drawn chiefly from universities and selected for their knowledge, expertise and experience. These scientists serve without remuneration with only their travel expenses being reimbursed by the Council. The Council also makes wide use of over 5,000 external referees from both Canada and other countries who also serve without remuneration. There are four standing committees which provide advice and guidance to Council. The membership of the committees includes at least one Council member, with the rest drawn from the scientific community, government, the general public and industry. The standing committees are: The Science and Research, Business Development, Ethics and Planning and Evaluation.

Secretariat
The secretariat, which has the general responsibility for the administration of the Program, is under the direction of the President and includes the following areas:

♦ Business Development
Responsible for creating and maintaining appropriate partnerships.

♦ Communications
Responsible for promoting the nature, scope and significance of health science research in Canada.

♦ Corporate Services
Corporate Services includes the following functional areas: Human Resources; Finance and Administration; Information Systems and Technology; Program Evaluation; Records, Access to Information, Privacy and Security.

♦ Ethics and International affairs
Responsible for International Relation, Ethic in Research and Regional Directors.

♦ Programs
Responsible of the delivery of programs approved by the Council and the administration of the peer review process.

♦ Regional Directors
Responsible for marketing and promoting MRC and health sciences research in the regions, assisting and supporting Council members in their respective regions, offering scientific judgement and advice to the Council and President and facilitating the development of research projects and technology transfer between industry and academic researchers. These position are not staffed by

public servants. Individuals, usually established medical scientists, are appointed by the President after appropriate consultation.

Information Holdings

Program Records

Secretariat

Council Secretariat
Description: Information related to the organizational structure, memberships, agenda, minutes and activities of the Council and its committees; as well as records related to corporate policy and the strategic plan. ***Topics:*** Terms of reference, agenda and minutes; membership; committees; strategic plan. ***Access:*** Information arranged by subject or committee. ***Storage Medium:*** Paper case files. ***Program Record Number:*** MRC MRC 290

♦ Communications

Communications
Description: Information related to the administration and management of MRC'S internal and external communication function including publishing, public and media relation. ***Topics:*** Communications; public relations; publications. ***Access:*** Files arranged by subject. ***Storage Medium:*** Paper subject files. ***Program Record Number:*** MRC MRC 295

♦ Corporate Services

Corporate Services
Description: Information relating to the following functional areas: Human Resources; Finance and Administration; Information Systems and Technology; Program Evaluation; Records, Access to Information, Privacy and Security. ***Topics:*** Staff relations and Compensation, Human Resources information management; Financial management; operational plans; Financial analysis and planning; assets management and Administrative services; Information management; inventory of electronic data; information systems design, implementation and maintenance; Council's program evaluation; essential records program; Access to Information and Privacy Acts;Security. ***Access:*** Information arranged by subject and name. ***Storage Medium:*** Computerized database and paper files. ***Program Record Number:*** MRC MRC 280

♦ Programs

Doctoral Research Awards
Description: Doctoral Research Awards are intended to provided special recognition and support to students who are pursuing a doctoral degree in the health sciences in Canada. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 300

President's Fund
Description: Information related to funds made available for grants and awards in support of projects that cannot benefit from the assistance available under the Council's regular programs. ***Topics:*** Individual's request; decision; administration; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Paper Case Files. ***Program Record Number:*** MRC MRC 270

Programs Branch
Description: Information related to a series of MRC's programs designed to support research projects and salaries of scientists. ***Topics:*** Grants and awards. ***Access:*** Files arranged by name of principal applicant. ***Storage Medium:*** Computerized data base and paper case files ***Program Record Number:*** MRC MRC 285

Burroughs Wellcome Fund Student Research Awards
Description: Scholarships made available to undergraduates in medicine, dentistry, and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry, and pharmacy in accordance with a formula based on undergraduate enrolment. Recipients of the awards are selected locally. ***Topics:*** Deans' reports; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 085

Career Investigators
Description: Originally called the Associateship Program, the Career Investigators program was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments are being made by the Council. Career investigators appointed in 1975 and earlier will continue in their appointment, subject to the terms and conditions under which they accepted the award. ***Topics:*** Individual's career investigator application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 055

Centennial Fellowships
Description: Fellowships designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation

and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than ten new awards are made in any year. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 070

Clinical Trials

Description: Council will consider the funding of clinical trials which assess, in a rigorous manner the efficacy of diagnostic and therapeutic procedures, as well as workshops or meetings of the prospective participants. Council will not provide support for the sole purpose of satisfying regulatory requirements. ***Topics:*** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 160

Clinician-Scientist

Description: The Clinician-Scientist Award is offered to highly qualified and motivated clinicians who have been identified by a Canadian medical school as having strong potential to become clinician-scientists. At the time of application, candidates will have recently completed their specialty clinical training (or will shortly do so). They should be undertaking, or intend to undertake, research training to be followed by a career as a clinician-scientist. ***Topics:*** Applications; committee assessment; notification and administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 165

Equipment Grants

Description: Applications for Equipment Grants will be considered in relation to the proposed science of the project for which the equipment is required. Where equipment is required for a project for which an application is being submitted for an operating grant, the equipment should be included in it. A separate equipment application is required only in a year where an application for operating funds has not been made. ***Topics:*** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 020

Ethics and International Affairs

Description: Information related to MRC programs aimed at fostering co-operation and collaboration between MRC and Health Research Organization in other countries through such activities as visits and exchanges and also responsible for developing and enforcing policy and guidelines in regard to research ethics. ***Topics:*** Organization of conference; visits; exchange agreement; science and technology co-operation. ***Access:*** Information arranged by subject, by committee or by name. ***Storage Medium:*** Computerized database and paper files. ***Program Record Number:*** MRC MRC 275

Fellowships

Description: Fellowships offered in competition to highly-qualified candidates with an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for a specific term to a maximum of three years and may be renewed under certain conditions. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 075

Fields of Research

Description: Information on areas peripheral to medical research for which the Council has some responsibility. ***Topics:*** Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence. ***Access:*** File arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 115

Fund for Research in the Fields of Dyskinesia and Torticollis

Description: The Medical Research Council has responsibility for administering a fund for research in the fields of dyskinesia and torticollis. The fund was established by an anonymous donor and the income derived from it is to be used for the support of research, either basic or clinical or both, in the broad field of movement disorders known as dyskinesia and more particularly for research in the movement disorder known as torticollis. ***Topics:*** Individual's application; committee decision; administration of the grant; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 111

General Research Grants

Description: Grants made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment or supplementation of salaries of academic personnel, construction costs or overhead expenses. ***Topics:*** Notification of the grant to the dean; financial statement; general correspondence. ***Access:*** Information arranged by university. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 045

International Scientific Exchange

Description: Council participates in a number of exchange programs each with a separate agreement, which are intended to foster collaboration between scientists in Canada and those in Argentina, Brazil, the People's Republic of China, France and Italy. ***Topics:*** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 185

Maintenance Grants

Description: The costs of maintaining instruments that are not shared facilities should be included as part of an application for operating funds. Council will consider applications for the maintenance of equipment used by a single investigator in a year when an application for operating funds is not being submitted. ***Topics:*** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 025

Maintenance Grants for Multi-User Equipment

Description: Council will consider applications for Maintenance Grants to cover the costs of maintaining facilities which are shared by groups of researchers within a department, faculty, university or region. The number of investigators is unlimited and it must be clear that multiple research programs will benefit from the maintenance requested. Facilities such as electron microscopes, analytical ultracentrifuges and gas-liquid chromatography/mass spectrometer systems that are operated under the general supervision of the applicant (but not necessarily requiring the active collaboration of the applicant in the various projects for which the facility is to be used), are appropriate for Maintenance Grants for Multi-User Equipment. ***Topics:*** Applications; reviews by external referees; committee assessment; notification and administration of grant; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 175

Medical Research Council Groups

Description: Medical Research Council groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of a group are expected to devote their entire research effort to the program of the group and to be freed of the ordinary responsibilities of a faculty member. ***Topics:*** Application of group director and colleagues; executive and Council decisions; administration of the group; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 030

Medical Research Council Scientists

Description: This program provides salary support for independent investigators of outstanding ability who have shown promise of becoming leaders in their respective fields. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 060

Michael Smith Award for Excellence

Description: In 1993, Dr. Michael Smith shared the Nobel prize for chemistry for discovering and developing a crucial technique, known as site-directed mutagenesis, used in genetic engineering. His discovery enabled researchers to gain enormous insights into the structure and function of genes and proteins. To honour Dr. Smith, the Medical Research Council of Canada has established the Michael Smith Award for Excellence. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 245

MRC Distinguished Scientists

Description: This program is designed to contribute to the salary of highly renowned scientists who are at the forefront of health research and among the world leaders in their field. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 260

MRC Senior Scientists

Description: This program is designed to contribute to the salary of scientists of exceptional merit who are leaders in their field. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files ***Program Record Number:*** MRC MRC 255

Multi-User Equipment Grants

Description: The Council will consider applications for multi-user equipment grants to augment the research capabilities for a large number of funded investigators within an institution or region. The number of investigators is unlimited and it must be clear that multiple research programs will benefit from the equipment requested. Examples are electron microscope facilities, imaging, spectroscopy, DNA/protein sequence-synthesis capabilities. ***Topics:*** Applications; reviews by external

referees; committee assessment; notification and administration of grants; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 180

Operating Grants

Description: Information about operating grants to provide support for new or continuing research activities by individuals or small groups of investigators working in collaboration. ***Topics:*** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 010

Partnerships

Description: Information related to MRC's Partnership Research Program which aim to increase the number of grants, awards for training and other forms of salary support. ***Topics:*** Various agreements between MRC and Pharmaceutical companies, non-profit Organizations and Government. See MRC web site for complete listing of Agreements. (WWW.MRC.HWC.CA) ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 240

Research Survey

Description: Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. ***Topics:*** Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases. ***Access:*** File arranged by subject. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 120

Scholarships

Description: Scholarships provide salary support, for a period not exceeding five years, to a limited number of young health science investigators who show particular promise as independent researchers. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 065

Special Projects

Description: Council will consider projects in those subject areas which do not fall within the terms of reference of the Operating Grants Program. A preliminary proposal, in the form of a letter, should be made, providing the title of the project, a clear description of its objectives, the name(s) of the applicant(s), the amount requested and the anticipated duration of support required. ***Topics:*** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 195

Studentships

Description: Studentships are offered to graduate students who are undertaking full-time health research training leading to a Master's or PhD degree (or the equivalent). Applications are made by the proposed supervisor. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 080

The Michael Smith Awards for Research Personnel

Description: In 1993, Dr. Michael Smith was honoured with the Nobel Prize for Chemistry for his discovery and development of a crucial technique, known as site-directed mutagenesis, used in genetic engineering. His discovery enabled researchers to gain enormous insights into the structure and function of genes and proteins. Throughout his career, Dr. Smith strongly encouraged young people to pursue science as a career, and he has used his prize to promote science, encourage women to pursue interests in science and support research on severe mental illnesses, especially schizophrenia. In honouring Dr. Smith's scientific accomplishments and is lifelong promotion of science, the Council offers scholarship, Fellowship and Studentship awards in his name. These awards are offered to outstanding individuals whose research focus is the molecular genetics of the central nervous system with application to severe mental illnesses, especially schizophrenia. ***Topics:*** Individual's application; committee decision; administration of the award; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files ***Program Record Number:*** MRC MRC 250

Workshops and Symposia

Description: As part of its program for research in the health sciences, the Council is prepared to support a limited number of applications for the support of workshops and certain types of symposia held in Canada. ***Topics:*** Individual's application; committee decision; administration of the grant; general correspondence. ***Access:*** Information arranged by name of applicant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** MRC MRC 112

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

Secretariat

Membership of Council and Committees
Description: This bank contains letters nominating individuals for service on Council and its committees, letters of invitation and thank you letters. The information is used to assist in the selection and appointment of members. The membership of Council and Committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership. ***Class of Individuals:*** Members of the health science community, federal employees and members of the public. ***Purpose:*** The information is used to assist in the selection and appointment of members for the membership of Council and its Committees. ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***PAC Number:*** 95/020 ***TBS Registration:*** 000528 ***Bank Number:*** MRC PPU 020

♦ Ethics and International affairs

Compliance- Integrity in Research and Scholarship
Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from MRC to research institutions to explore allegations, summaries of institutional findings and sanctions imposed by MRC or Universities. ***Class of Individuals:*** Individuals who make allegations about breaches of the Tri- Council Policy Statement on Integrity in Research and Scholarship, individuals who are the subject of allegations, officials in research institution or in the academic community involved in determining whether allegations are well-founded. ***Purpose:*** The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship. ***Retention and Disposal Standards:*** Retention and Disposal Standards: Five years after the last administrative action. Summary Information related to sanctions maintained for the duration of the sanction. ***Related to PR#:*** MRC MRC 275 ***TBS Registration:*** 003980 ***Bank Number:*** MRC PPU 050

Grants Applicants and Committee Records
Description: The purpose of this bank is to maintain a record of the applications and assessment records of health scientists applying for funding of research projects by the Council. It contains the relevant Medical Research Council application form and supporting data presented by the applicant, referee and committee assessments of the project, the ranking awarded, the decision of Council, and if successful, the financial and administrative data pertaining to its support. Individuals identified are those making project proposals to Council. ***Class of Individuals:*** Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. ***Purpose:*** Information in the bank is evaluated to assess the relative merit of the proposal for the purpose of funding or not funding the project. ***Consistent Uses:*** Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council, and is useful in the monitoring of the peer review system. Information is shared with the Natural Sciences and Engineering Research Council (SER PPU 004) and the Social Sciences and Humanities Research Council (SHR PPU 015, 020). The results of competitions are forwarded to university research administration officers and Dean's Offices who are responsible for processing application from their institutions before sending them to Council, for administering the grants and for informing the candidates of the outcome of their applications. ***Retention and Disposal Standards:*** Files in this bank

are retained for eight years: active two years after termination or rejection of grant and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***PAC Number:*** 95/020 ***Related to PR#:*** MRC MRC 010, 015, 020, 025, 030, 045, 160, 240, 245 ***TBS Registration:*** 000525 ***Bank Number:*** MRC PPU 005

Access Request Data Bank
Description: This bank contains access requests submitted to the Council under the Access to Information Act and the Privacy Act. It also contains replies to such requests and information related to their processing. ***Class of Individuals:*** Applicants under the Access to Information Act and the Privacy Act. ***Purpose:*** This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are maintained for two years following the last administrative action. ***PAC Number:*** 86/001 ***TBS Registration:*** 001610 ***Bank Number:*** MRC PPU 035

Applicants' History Sheets and Notification of Award
Description: This bank contains Applicants' History Sheets for individuals, which are kept in the Programs Branch. These sheets, which are cumulative over the life of the program, are identified by the applicant's name and file number. They also contain information such as the title of the grant application, amount requested and funded or rejected. The Finance Section also keeps copies of notifications of awards, which contain the applicant's name, address, university, grant number and amount awarded. This information relates to investigators holding an academic appointment in a Canadian Health Science Faculty, and Research Trainees. This information is used to maintain a history of the Council's financial support to individuals. Consistent uses are to provide historical data which assist the peer review process. ***Class of Individuals:*** Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. ***Purpose:*** This bank is used to identify applicants and to constitute a history of Council support to individuals and organizations. ***Retention and Disposal Standards:*** the bank is updated anually. ***PAC Number:*** 95/020 ***TBS Registration:*** 003368 ***Bank Number:*** MRC PPU 045

Application for Employment File
Description: The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Council. Access to this bank will require name, address and date of birth. ***Class of Individuals:*** General public. ***Purpose:*** It is used to select candidates for the Medical Research Council of Canada when vacancies arise. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***PAC Number:*** 86/001 ***TBS Registration:*** 000669 ***Bank Number:*** MRC PPU 030

Awards Applicants and Committee Records
Description: This bank contains records of individual applications for funding under one of several personnel support programs sponsored by the Council. It contains applications, third-party appraisals, committee assessments, training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program as amended from time to time and published in the Medical Research Council Grants and Awards Guide. ***Class of Individuals:*** Research trainees with BSC, MD, DDS, DVM, MSC, PhD, and D. Pharmacy professors holding an appointment in university or affiliated institutions. ***Purpose:*** Information in this data bank is used to assess the education and other requirements necessary to meet the criteria of the applicable program, and to evaluate the merits of the application for funding. ***Consistent Uses:*** Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council, and is useful in the monitoring of the peer review system. Information is shared with the Natural Sciences and Engineering Research Council (SER PPU 015) and the Social Sciences and Humanities Research Council (SHR PPU 010). The social insurance number is required from the recipients of certain awards to comply with the Income Tax Act. The results of competitions are forwarded to university research administration officers and Dean's Offices who are responsible for processing application from their institutions before sending them to Council, for administering the grants and for informing the candidates of the outcome of their applications. ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years after termination or rejection of award and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***PAC Number:*** 95/020 ***Related to PR#:*** MRC MRC 055, 060, 065, 070, 075, 080, 085, 100, 105, 110, 145, 150, 155, 165, 250, 255, 260,270,300 ***TBS Registration:*** 000526 ***Bank Number:*** MRC PPU 010

Lists of External Referees
Description: This bank contains names, affiliation and mailing address of individuals, in Canada and abroad, who are asked by the Council to review proposals for grants and awards. The information is used to select external referees for research proposals. Persons requesting access should provide field of research, name and affiliation. ***Class of Individuals:*** Members of the health science community in Canada and abroad. ***Purpose:*** The information is used to select external referees for research proposals. ***Retention and Disposal Standards:*** The information is retained until superseded by updates or withdrawals of individuals. Withdrawn referee names are kept for two years (active) and six years dormant for reference purposes and then

transferred to National Archives of Canada for selective retention. ***PAC Number:*** 95/020 ***TBS Registration:*** 000668 ***Bank Number:*** MRC PPU 025

Partnerships Grants and Awards Application and Assessment Records
Description: This bank contains supporting documentation of proposed projects and of individual applications for funding under one of the several Partnership programs sponsored by the Council. It contains applications, third-party assessments, committee assessments, site visit-reports, and training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program, as amended from time to time, and published in the Medical Research Council's Grants and Awards Guide. ***Class of Individuals:*** This information relates to investigators holding an academic appointment in a faculty of health science in a Canadian university, or employees of a company (the term "company" is understood to mean an organization, industry or consortium which produces health care products or services). ***Purpose:*** This information is used to evaluate the relative merits of the proposals (with the purpose of funding or not funding) and for observing the progress of those proposals that are funded. ***Consistent Uses:*** Medical Research Council also uses information in this bank to identify prospective referees and committee members, to evaluate its programs, and to produce statistics and planning information. Some data is shared between the Medical Research Council and participants in this program. ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***PAC Number:*** 95/020 ***Related to PR#:*** MRC MRC 170, 240 ***TBS Registration:*** 003369 ***Bank Number:*** MRC PPU 040

Special Programs Application, Assessment Records and Other Programs
Description: The purpose of this file is to provide supporting documentation of proposed projects for funding by the Council. It contains applications, third-party assessments, and administrative correspondence in the funding of successful projects. Some files identify individuals of the health services scientific community making proposals to Council. ***Class of Individuals:*** Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. ***Purpose:*** Information in the bank is used to evaluate the relative merits of the proposals with the purpose of funding or not funding and for observing the progress of those that are funded. ***Consistent Uses:*** Information in the bank provides the basis for planning and budgeting of health sciences research activities by the Council, and is useful in the monitoring of the peer review system. Information is shared with the Social Sciences and Humanities Research Council (SHR PPU 025) and Health and Welfare Canada (HWC PPU 105). The results of competitions are forwarded to university research administration officers and Dean's Offices who are responsible for processing application from their institutions before sending them to Council, for administering the grants and for informing the candidates of the outcome of their applications. ***Retention and Disposal Standards:*** Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the National Archives of Canada for selective retention. ***PAC Number:*** 95/020 ***Related to PR#:*** MRC MRC 045, 111, 112, 113, 170 ***TBS Registration:*** 000527 ***Bank Number:*** MRC PPU 015

Classes of Personal Information

Manuals

- Background Paper on the Use of Animals in Research
- Code of Ethical Conduct for Research Involving human
- Grants and Awards Guide
- Integrity in Research and Scholarship
- Policies and Procedures - Finance and Administration
- The MRC Peer Review Process

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various programs and functions may be directed to:

Director of Communications
Medical Research Council of Canada
Holland Cross, Tower B, 5th Floor
1600 Scott Street
Ottawa, Ontario
K1A 0W9

telephone: (613) 954-1812
fax: (613) 954-6653
Email: mrcinfocrm@hpb.hwc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of the Medical Research Council of Canada has been designated as a reading room. This reading room is located at the following address:

Holland Cross
Tower B, 5th floor
1600 Scott Street
Ottawa, Ontario

Millennium Bureau of Canada
Chapter 76

General Information

Background
The Millennium Bureau of Canada (MBC) was created on March 12, 1998, as a small temporary department of the Government of Canada by Order in Council P.C. 1998-336. The MBC administers the Canada Millennium Partnership Program (CMPP) and ensures that the Government of Canada has a co-ordinated approach to millennium planning.

Responsibilities
The mandate of the Bureau is to administer the Canada Millennium Partnership Program and to provide overall co-ordination for federal government initiatives and events relating to the millennium, in Canada and internationally. Issues related to Y2K are not part of the mandate of the Bureau.

The Bureau's core program is the Canada Millennium Partnership Program (CMPP), a funding program that was approved by Treasury Board Ministers on March 19th, 1998. The program is designed to provide funding assistance for community-based local, regional, national and international groups and organizations to develop projects and initiatives to mark the millennium in Canada. The objective of the program is to assist in building partnerships among governments, communities and citizens to mark the millennium. Funding for the program terminates on March 31, 2001.

The program was divided into five funding phases with a turn around time of 10 weeks being allocated for completion of the project approval process in each phase. All projects that are approved must meet established criteria, which includes the stipulation that no more than one-third of eligible costs will be covered through the CMPP.

Legislation
- Order in Council P.C. 1998-336

Organization
♦ Programs
This service oversees the process for receiving, evaluating and recommending for approval, applications for funding under the Canada Millennium Partnership Program. This area also oversees the Millennium Bureau's program to provide endorsement without funding to millennium-related projects.

♦ Communications
This service is responsible for developing and implementing communications strategies for the Millennium Bureau of Canada. The service is accountable for providing Canadians with information and updates on Millennium Bureau activities. The service also organizes special events; co-ordinates the assembling and distribution of daily media clippings; develops and maintains the Web site and ensures implementation by CMPP funding recipients of the Bureau's visibility protocol.

♦ Strategic Planning and Executive Services
This service is responsible for the overall co-ordination of the Government of Canada's approach to the millennium. The service performs the consulting and liaison function for the Millennium Bureau, meeting with officials of other government departments and agencies to discuss issues such as program criteria and funding. The service prepares questions and answers for Question Period in the House of Commons; manages Ministerial correspondence and Access to Information requests.

♦ Management Services
This service is responsible for the development and implementation of a corporate management framework and service base required to provide staff with the information, technology and support needed to achieve the Bureau's mandate in a timely and cost-efficient manner. The service is also responsible for negotiating the terms and conditions of funding agreements and monitors their implementation and progress. It is also responsible for co-ordinating the negotiation of Memorandum of Understanding with other federal departments for the provision of corporate and program delivery services. The service is also responsible for the management of the Department's human, financial, material and information resources.

Information Holdings

Program Records
Canada Millennium Partnership Program Funding Applications, Assessments and Contribution Agreements

Description: Completed Canada Millennium Partnership Program application forms received by the Millennium Bureau of Canada, as well as the accompanying proposal evaluations and contribution agreements signed between the Bureau and successful funding proponents. Information recorded is limited to those items on the application form. ***Topics:*** Canada Millennium Partnership

Program applications, assessments and contribution agreements. ***Access:*** Information is filed by project name and number. ***Storage Medium:*** Paper file. ***Program Record Number:*** MBC IC 010

Surveys
Description: Records related to a survey concerning public views about the millennium. ***Topics:*** Consultations, reports, studies; focus group testing and findings; conclusions and recommendations concerning views of the year 2000. ***Access:*** Information is filed by subject and by year. ***Storage Medium:*** Paper file. ***Program Record Number:*** MBC IC 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Budgets

Co-operation and Liaison

Equipment and Supplies

Finance

Furniture and Furnishings

Job Descriptions and Statements of Qualification

Salaries and Wages

Staff Relations

Staffing

Training and Development

Personal Information Banks

Access to Information and Privacy Requests
Description: This bank contains requests submitted under the Access to Information and Privacy Acts for access to records under the control of the Millennium Bureau of Canada, the replies to such requests and any other information relevant to their processing. ***Classes of Personal Information:*** Individuals requesting the right of access to documents and files of the Millennium Bureau of Canada. ***Purpose:*** The information is used to process formal access requests in accordance with the Access to Information Act and Privacy Act. ***Consistent Uses:*** The bank is used to report to Treasury Board and to Parliament on requests received under the Access to Information Act and the Privacy Act; to verify the identity of the requesters and for the purposes of consultations with other government departments and agencies. ***Retention and Disposal Standards:*** Records are retained for two years following the completion date of each request. ***TBS Registration:*** 004405 ***Bank Number:*** MBC PPU 005

Classes of Personal Information

This class comprises personal information contained in requests (i.e., correspondence, etc.) made by or on behalf of individuals concerning the Department's program and services. The information is used to assist the Department in the management and delivery of its program.

Manuals

- Canada Millennium Partnership Program Application Guide and Forms
- Courting Corporate Sponsors: The Art of Sealing a Deal

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Millennium Bureau of Canada and its programs and functions may be directed to the following address:

Millennium Bureau of Canada
255 Albert Street, 10th Floor
P.O. Box 2000, Station D
Ottawa, Ontario
K1P 1E5

Tel.: 1 888 774-9999

Reading Room

A reading room will be made available at the offices of the Millennium Bureau of Canada, upon request or when required.

Montreal Port Authority
Chapter 77

General Information

On March 1, 1999, pursuant to the new Canada Marine Act, the name and status of the Montreal Port Corporation were changed to the Montreal Port Authority (MPA). The transition from the Montreal Port Corporation is facilitated by the fact that the enterprise has already been operating in a commercial, efficient and profitable manner since at least its founding as a local port corporation in 1983 in accordance with the Canada Port Authorities Act, which had replaced the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the Harbour Commissions Act of 1964.

Responsibilities

The MPA builds and maintains infrastructures leased to private stevedoring companies. It also directly operates a grain terminal, a passenger terminal and its own railway network with more than 100 kilometres of track providing transcontinental railways with direct access to almost every berth.

The MPA's mandate essentially is to facilitate domestic and international trade and thus contribute to the achievement of local, regional and national socio-economic objectives. Within its mandate and in respect of the environment, the MPA is committed to provide highly efficient facilities and services to its clients and increase and promote the competitive advantages of the Port of Montreal.

Legislation

- Canada Marine Act, 1999

Organization

The three levels of government each name an individual to the MPA Board of Directors. The federal transport minister, on the recommendation of the port users, nominates four other directors. All members of the MPA Board of Directors are from the Montreal area, as was the case with the directors of the former Montreal Port Corporation.

♦ President and Chief Executive Officer

Activities: Define the broad orientations of the enterprise, manage the objective and strategy setting exercise for the various Vice-Presidents; ensure that objectives are achieved and that the MPA's mission and mandate are respected.

♦ Vice-President, Legal Affairs and Secretary

Activities: Act as corporate secretary for Management Committee and Board of Director meetings; provide advice to Port's management on legal questions; take charge of and monitor all legal files for the Port.

♦ Vice-President, Marketing and Development

Activities: Maintain good relations with maritime industry and business community with a view to satisfying current and future clientele; participate in development of the enterprise's broad orientations and contribute to the achievement of its objectives.

♦ Commercial Affairs

Activities: Plan and organize promotional and marketing activities; gather information of a strategic nature.

♦ Communications

Activities: Create and maintain excellent relations between the MPA and its stakeholders using various communication tools; support marketing effort; provide advice to management about public affairs matters, public relations strategies and promotion.

♦ Economic Research and Analysis

Activities: Carry out various economic studies and cost analyses; monitor traffic, market trends and government bills; prepare traffic forecasts and co-ordinate in preparation of corporate plan; prepare annual rate file and analyse industry demands with respect to rates.

♦ Vice-President, Operations

Activities: Ensure that ships have secure access to wharves at all times; facilitate on and off loading of merchandise; design, plan and carry out infrastructure improvements; ensure that infrastructures are maintained; operate port rail network; manage stores inventories; monitor environmental compliance and the security of individuals and property located on the premises.

♦ Technical Services

Activities: Determine planning orientations for port facilities; carry out fixed asset projects and port infrastructure maintenance in conformity with established orientations and environmental standards.

♦ Grain Terminal

Activities: Operate grain terminal and respond to domestic and international grain business requirements.

♦ Harbour Master

Activities: Ensure ship access to port at all time; ensure safety of port operations; manage port rail network and link transcontinental rail lines to the terminals; ensure compliance with laws and regulations within the boundaries of the port.

♦ Vice-President, Administration and Human Resources

Activities: Ensure MPA financial self-sufficiency by putting in place policies, procedures and administrative and financial controls; maximize efficiency of human resources by providing managers with the necessary human resource management tools and by ensuring that the work environment is conducive to individual professional development.

♦ Financial Services

Activities: Produce financial information; ensure accuracy of accounting records; co-ordinate budget preparation and follow-up activities; ensure that assets are safeguarded by taking inventories and by maintaining appropriate work methods; provide support for activities with appropriate internal controls; conduct financial analysis of special and investment projects; manage leases for all real estate activities; assess and manage insurance portfolio, co-ordinate process reengineering activities and provide support to managers in reviewing their ways of doing things.

♦ Information Technology

Activities: Plan, co-ordinate, manage and control the MPA's management information systems and telecommunications activities; determine technological orientations; provide support required for maximizing these activities.

♦ Material Resources

Activities: Responsible for the purchase of materials, supplies, equipment and services; manage internal centralized and external decentralized filing systems in all departments – archives, messenger, receiving and reproduction.

♦ Labour Relations

Activities: Negotiate and manage collective agreements; develop partnership with employees and their union representatives making it possible to achieve, within a harmonious, open and collaborative atmosphere, the objectives of the MPA.

♦ Human Resources

Activities: Co-ordinate preventive and training activities with respect to health and safety in the workplace so that the MPA can provide all its employees with a work environment in which physical safety is assured at the lowest possible cost; structure personnel training and development in such a way as to meet the organization's needs and satisfy individual aspirations; ensure that human resource policies and programs as well as communications with employees contribute to the achievement of the organization's objectives.

Information Holdings

Program Records

General Management & Legal Affairs and Secretariat
Description: The Canada Marine Act establishes a new environment and a new way of doing business for Canada's major ports. As a new Canada Port Authority (CPA), the enterprise has the necessary tools to conduct its business affairs in an even more commercial, efficient and timely manner. No longer a part of the Canada Ports Corporation, it has much greater autonomy and flexibility to operate according to business principles and to make investment decisions to the port's overall benefit. ***Topics:*** Laws and regulations, associations and committees, meetings, legal affairs. ***Program Record Number:*** MPA LAS 005

Marketing and Development
Description: The marketing and development division is responsible for the following activities: market development, marketing and promotional affairs, economic research and analysis, communications, information, media relations, special events and advertising. ***Topics:*** Marketing, development, promotion, information services, economic studies, rates, statistics. ***Program Record Number:*** MPA MAD 010

Operations
Description: Construction and maintenance of the port's infrastructures and facilities are the responsibility of Operations. The MPA operates its own grain terminal, passenger terminal, a railway network that serves practically all berths and its harbourmaster's department. It leases its other facilities to private enterprises specializing in the handling of merchandise. It provides services to its first-line customers – ocean carriers and stevedores – and it undertakes a variety of initiatives to increase and promote the competitive advantages of the Port of Montreal. ***Topics:*** Container terminals, dredging, engineering, grain silo, environment, navigation, passenger terminal, rail network, maintenance and repairs of port buildings and facilities, ships, water levels, merchandise handling, fire prevention. ***Program Record Number:*** MPA OPE 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their content.

Accounts and Accounting

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions
Employment and Staffing
Equipment and supplies
Finance
Furniture and Furnishings
Human Resources
Lands
Office Appliances
Official Languages
Occupational Health, Safety and Welfare
Pensions and Insurance
Procurement
Utilities
Training and development
Vehicles
Salaries and Wages

Personal Information Banks

Accidents and compensation
Description: This file includes accident reports and investigations and compensation requests, the names and addresses of the firms or individuals involved in an accident or who are claiming compensation ***Class of Individuals:*** General public. ***Purpose:*** This file is used to conserve data on requests for compensation by or from the MPA. ***Consistent Uses:*** To authorize or determine amounts owing to or claimed by the MPA in the event of a loss or damage. ***Retention and Disposal Standards:*** Accident files must be retained for two years following the settlement of a request for compensation or acquittal. Claim files must be retained for six years following the expiration of all measures. ***TBS Registration:*** 004261. ***Bank Number:*** MPA PPU 005

Real property
Description: This file includes data on properties that were expropriated, purchased, leased or granted, valuation reports, the names and addresses of the persons or companies, rent determinations, data on servitudes. It may also contain personal information about the owners of real property that the Port is considering acquiring; names, addresses, telephone numbers, photographs of the property, information about mortgages and other debts. ***Class of Individuals:*** General public. ***Purpose:*** This file contains information for the management of real estate leasing, sale, disposal and acquisition activities; to maintain an inventory of available facilities and real estate. ***Consistent Uses:*** Support for leasing and real estate transactions. ***Retention and Disposal Standards:*** The files must be conserved for three years following the sale, transfer, expiry of a lease or right for cause. ***TBS Registration:*** 004262. ***Bank Number:*** MPA PPU 010

Accounts payable and accounts receivable
Description: This file includes data on documents relating to purchases, sales and services such as the names, addresses and telephone numbers of suppliers and customers. The file may also contain data obtained at the time of making inquiries for the purpose of determining customer credit. ***Class of Individuals:*** General public. ***Purpose:*** This file is used to keep data on the settlement of supplier and customer accounts, the payment of advances and the reimbursement of MPA employee travelling expenses. ***Consistent Uses:*** Justification of amounts paid to or received from individuals or enterprises. Preparation of income and expense statements. ***Retention and Disposal Standards:*** The files must be kept for six fiscal years. ***TBS Registration:*** 004263. ***Bank Number:*** MPA PPU 015

Service and purchase contracts
Description: This file may contain supply orders, estimates of project costs, including specifications, calls for tender, tenders received and contracts. It may contain information about individuals and enterprises providing goods or services or to whom contracts have been awarded. The file contains names and addresses, data taken from curriculum vitae accompanying service proposals. ***Class of Individuals:*** General public. ***Purpose:*** This file is intended to keep information about persons or enterprises providing or supplying goods or services to the MPA or having a contract with it. In particular, the file contains data on calls for tender or the awarding of orders for purchases or supplies of merchandise, materials and equipment. ***Consistent Uses:*** Control payments for supplies or services received. They may be used as a reference for other acquisitions or contracts. ***Retention and Disposal Standards:*** Contract files must be kept for six years after the expiration or non-renewal thereof. Acquisition files must be kept for three years after all the required measures have been taken. ***TBS Registration:*** 004264. ***Bank Number:*** MPA PPU 020

Employment applications
Description: This file contains employment applications, replies thereto and the curriculum vitae. ***Class of Individuals:*** General public. ***Purpose:*** This file is intended to conserve employment applications. ***Consistent Uses:*** Provide documentation and information used to fill positions. ***Retention and Disposal Standards:*** These files must be kept for two years. ***TBS Registration:*** 004265. ***Bank Number:*** MPA PPU 025

Legal files
Description: These files contain information about a number of legal questions affecting the MPA. It includes

legal opinions, documents concerning lawsuits, seizures, collection files and other similar documents. ***Class of Individuals:*** General public. ***Purpose:*** Data conserved in these files are used for the application of federal laws and MPA by-laws. They are intended to compile data on legal questions affecting MPA. ***Consistent Uses:*** Support action taken in settling lawsuits and any other legal matters, in conformity with federal laws and MPA by-laws. ***Retention and Disposal Standards:*** Documents that have a financial or monetary consequence must be kept for six years following the expiration of any provision. Other documents involving legal questions must be kept for five years following cancellation or abandonment .***TBS Registration:*** 004266. ***Bank Number:*** MPA PPU 030

Complaints, interventions and information requests
Description: This file contains the details of persons who make a complaint or submit comments to the MPA about any matter coming under its jurisdiction. It contains the names and addresses of the persons who submit a request or an observation. It may also contain petitions submitted by citizens' groups. ***Class of Individuals:*** General public. ***Purpose:*** This file is used to keep data about complaints, observations and requests made to the MPA. ***Consistent Uses:*** Follow-up on complaints and information requests and provide statistical information. ***Retention and Disposal Standards:*** These files must be kept for one year. ***TBS Registration:*** 004267. ***Bank Number:*** MPA PPU 035

Contingency plan
Description: This file contains information on the policies and plans making it possible for the MPA to carry on its activities at all times, including the names, addresses, telephone numbers and other information about persons to be contacted in the event of an emergency. ***Class of Individuals:*** General public. ***Purpose:*** This file is used to conserve data on emergency measures. ***Consistent Uses:*** Plan and organize emergency measures and keep current telephone lists up-to-date. ***Retention and Disposal Standards:*** These files must be conserved until the expiration or replacement of contingency plans and telephone lists. ***TBS Registration:*** 004269. ***Bank Number:*** MPA PPU 045

Permits and passes
Description: This file contains requests for permits and correspondence concerning vehicle parking on premises belonging to the MPA. It also contains requests for visits and permits to move about on port property. It contains the names and co-ordinates of those making the request ***Class of Individuals:*** General public. ***Purpose:*** This file is used to keep data on requests for visits and permits to move about or park. ***Consistent Uses:*** To follow-up on such requests. ***Retention and Disposal Standards:*** These files must be kept for one year following the expiry of the permits and passes. Bank Number: MPA PPU 040 ***TBS Registration:*** 004268.

Classes of Personal Information

Personal information is also kept in the subject files. Thus, it is impossible to extract information using personal identification. Personal information that is maintained in this way consists of publication requests, reports, general information requests, information requests about the MPA. In general, such information can only be extracted if the characteristics of the subject are provided. Conservation of personal information in this way is controlled by means of subject files in which the documents are kept.

Manuals

The manuals listed below contain the directives, instructions, policies or procedures used by MPA personnel to manage and carry out its programs or activities.

- Management directives
- Delegation of authority
- Financial management
- Real estate management
- Personnel
- Document management
- Official languages

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the port authority and its functions may be directed to:

Manager of Communications
Port of Montreal Building, Wing No. 1
Cité du Havre
Montreal, Quebec H3C 3R5

Tel.: (514) 283-7050

Fax: (514) 283-0829

e-mail: info@port-montreal.com

Nanaimo Port Authority
Chapter 78

The Nanaimo Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

National Archives of Canada
Chapter 79

General Information

Background
Since its beginnings in 1872, the National Archives of Canada has been preserving the collective memory of the Canadian people and the federal government. The dual role of the National Archives of Canada as both a national heritage institution and an administrative arm of the federal government was confirmed in legislation in 1987. The terms of the National Archives of Canada Act accords the National Archives of Canada four key responsibilities: to conserve and facilitate access to private and public records of national importance in all media, to be the permanent repository of records of government institutions and ministerial records, to facilitate the management of records of government institutions and ministerial records, and to encourage archival activities and the archival community.

Responsibilities
The mandate of the National Archives of Canada consists of three basic activities: acquire, control and preserve federal government and private sector records of long term historical value; manage the preservation or disposition of recorded information that remains under the control of government institutions; provide access to the holdings of the National Archives of Canada and support the development of archives for the use, well-being and enjoyment of Canadians.

Legislation
- National Archives of Canada Act, S.C. 1987, c. 1.

Organization
♦ Archives Development and Preservation Branch
The Branch develops and manages the National Archives of Canada's holdings of records of national significance. Its mandate includes acquiring, accessioning, selecting, arranging and describing records; the creation of finding aids and reference tools for private and public records in order to ensure their physical availability and informational content. The Branch is also engaged in preventive conservation, copying and treatment of documents for the National Archives and the National Library of Canada. The Manuscripts Division, the Government Archives and Records Disposition Division, the Visual and Sound Archives Division, the Office of Government Records, the Electronic Records Project Division and the Preservation Division form an integral part of this Branch.

♦ Client Services and Communications Branch
The Branch provides reference services including research requests for information on private and government archival records and access to National Archives of Canada automated information systems; administers the Access to Information and Privacy Acts, and manages departmental communications, public programs, resource development and partnership initiatives. The Branch consists of the Researcher Services Division, the Access to Information and Privacy Division, and the Communications and Public Programs Division.

♦ Information Management Branch
The Information Management Branch provides direction, assistance, advice and services in support of the use of information technology systems, telecommunications and the management of operational and administrative information. The provision of Library and documentation services to the National Archives of Canada also falls under the control of the Information Management Branch. To help fulfil its mandate, the Branch relies on assistance from the Information Technology Division, the Systems Development Division, the Electronic Systems Projects Division, the Library and Documentation Services Division and the Records Operations Division.

♦ Management Services Branch
This Branch offers personnel, financial and administrative services to the staff of both the National Archives and the National Library of Canada. It also administers the facilities maintenance of the Federal Records Centres located across Canada. The Management Services Branch includes Personnel Operations, Staff Relations and Compensation, Organization Renewal and Development, Facilities Management, Accounting Operations, Financial and Administrative Systems, Financial Policy Planning, and Analysis and Security Systems.

♦ Office of the National Archivist
The National Archivist is ultimately responsible for all activities of the National Archives of Canada. As an active member of various national and international committees, the National Archivist is involved in numerous associations and councils on archives. The National Archivist is aided in his role by the Assistant National Archivist who oversees the management of Regional Operations including the Federal Records Centres. The Centres economically store and protect records of continuing historical value, as well as other government departments dormant and essential records, retrieve them when required, segregate archival and historical records designated by the National Archivist, and destroy

records in a timely and secure manner when they are no longer needed. They also hold back up copies of computer records, and records essential, in the event of disaster or emergency, to the operations of government. In addition, the Assistant National Archivist administers the Executive Secretariat, the Strategic Planning and Policy Coordination, and the Program Evaluation and Internal Audit. Finally, the Archives Headquarters Accommodation Project, responsible for the implementation of the National Archives' long term accommodation and storage strategies reports to the Assistant National Archivist.

Information Holdings

Program Records

The information holdings of the National Archives of Canada are comprised of three main types of records: program records (records concerning the operations of the National Archives), historical records (which are the most frequently requested records held at the National Archives), and personal information banks (a summary of the type of information about individuals which is held by the National Archives of Canada).

Historical Records

The information contained in Historical Records is generally limited to records produced and acquired from the government of Canada. The majority of government records are subject to the Access to Information and Privacy Acts. The ATIP Acts do not apply to historical records which are acquired from the private sector such as private organizations, donors, or certain Crown Corporations. Access conditions for records acquired from the private sector are normally established by negotiation between the organization or donor and the National Archives of Canada.

Records of the Federal Government of Canada in the National Archives of Canada

001 – Textual Records

Description: Each year, the Government of Canada transfers millions of documents related to the business of government to the National Archives of Canada. The National Archives government holdings comprise over 80 kilometres of textual records which document all aspects of Canadian history from the eighteenth century to the present. The personnel records of approximately four million former military and public service employees are also held by the National Archives of Canada. In addition, there are thousands of related records such as wartime sailing lists, Royal Canadian Air Force Daily Routine Orders, pay sheets and medical records.

002 – Audio Visual Records

Description: The National Archives of Canada acquires and conserves all forms of moving images and recorded sound, of national historic significance, produced by government departments, film and broadcasting companies, corporations and individuals. Ranging from documentary to drama and from current affairs to popular entertainment material, the audiovisual collection encompasses more than 300,000 hours of film, video and sound recordings.

003 – Cartographic and Architectural Records

Description: The National Archives of Canada has a collection of well over two million maps, charts, atlases, globes, architectural and engineering drawings, blueprints and plans. Cartographic holdings range from Ptolemy's atlas of 1490 to the most recent maps published by government and private industry. These records document numerous themes in Canadian history, including telecommunications, the exploration of the North and historical and current demographic movements. Architectural and engineering collections range from early plans of fortifications in Canada to blueprints for modern buildings of national significance.

004 – Photography and Documentary Art Records

Photography

Description: Numbering more than 15,000,000 items, the National Archives of Canada's' photography collection includes daguerreotypes, ambrotypes, tintypes and other unique photographic objects. The bulk of the collections are black and white and colour negatives on paper, glass, celluloid and plastic bases. Photographic positives include single prints, photographic albums, contact sheets and transparencies, books with original photographs, and photographic postcards.

Documentary Art

Description: The National Archives of Canada's collections of documentary art encompass a large variety of subjects relating to Canadian history and social development. The program covers work done in Canada by Canadians and others, as well as work done by Canadians abroad. With approximately 250,000 items, the holdings include original works of art on paper, canvas and other materials – including 30,000 caricatures and cartoons from the eighteenth century to the present, and collections of stamps and a wide variety of materials related to the history of the Canadian postal system. Printed materials in the collection include original and reproduction prints, posters, postcards, greeting cards and photoprocess prints. Medals, political buttons, seals, heraldic devices and coats of arms, are also in the holdings.

Guides

To find out more about the historical records held at the National Archives of Canada, researchers are encouraged to examine a variety of sources readily available to them. They should consult directories and published guides to

Canadian archives available at their local library, through the interlibrary loan system or the reference libraries maintained by major archives.

Many National Archives of Canada published finding aids can be consulted in major university and specialized libraries throughout the country.

The Library and Documentation Services of the National Archives of Canada can provide bibliographic information on published guides, as well as information on guides and other finding aids available on microfiche.

As another option, the National Archives of Canada's decentralized access sites located in Winnipeg, Halifax, Saskatoon, Vancouver and Montreal, give researchers access to a number of data bases on CD-ROM.

Finally, researchers should consult our site on the World Wide Web at www.archives.ca for current information about our services and holdings.

♦ Archives Development and Preservation Branch

001 – Acquisitions and Accessions – Audio Visual
Description: Information on the acquisition of films, video cassettes and sound recordings (including oral history interviews, radio programs, speeches, debates, war recordings, news broadcasts, news reports and bulletins) of historical value for preservation, cataloguing and storage. ***Topics:*** Cataloguing; preservation; evaluations; appraisals of collections; purchases and donations; negotiations and agreements with the public and donors; exchanges with archival institutions. ***Program Record Number:*** PAC FTS 035

002 – Acquisitions and Accessions – Cartographic and Architectural
Description: Information relating to the acquisition, organization, cataloguing and preservation of cartographic and architectural records including general maps of Canada and the world, maps printed in atlases and books, Federal and Provincial Canadian Map series, Foreign Maps, globes, atlases, aerial photographs, various architectural and engineering plans. ***Topics:*** Appraisals of collections; negotiations and agreements with donors and government departments; auctions and offers of maps. ***Access:*** The files are organized by subject, donor name or collection title. ***Program Record Number:*** PAC NMC 055

003 – Acquisition and Control – Government Records
Description: Information on the acquisition, selection, organization and conservation of textual government documents as permanent historical records. Information on the appraisal and acquisition of machine-readable data files of historical or long-term research value. ***Topics:*** Acquisition procedures and policies; transfer of records procedures; consultations and liaison with government departments, Crown corporations and other countries; records retention and disposal schedules; microfilming proposals from federal government institutions. ***Program Record Number:*** PAC FAD 015

004 – Acquisitions and Accessions – Manuscripts
Description: Information on private manuscripts and records to be selected, retained, organized and preserved by the National Archives of Canada. ***Topics:*** Record acquisitions; negotiations, evaluations and agreements with collectors, the public and donors; contacts for acquisition purposes; transfer of records procedures; organization, physical and intellectual control of manuscript collections. ***Access:*** The files are organized by subject, donor name or institution and collection title. ***Program Record Number:*** PAC MAD 070

005 – Acquisitions, Research and Control – Documentary Art and Photography
Description: Information on the acquisition and organization of pictorial and iconographic records such as paintings, medals, drawings, posters, stamps and heraldry as well as photographic documents organized for preservation, cataloguing and storage. ***Topics:*** Evaluations, negotiations and agreements with photographers, members of the public and donors; biographies of historical and contemporary artists and photographers; inventories; research and acquisition projects; contacts in the private sector; information on the nature, source and location of each collection; transfers; organization, storage and control of photographic records. ***Access:*** Theses files are arranged by subject, donor, collection, individual accession and by name. ***Program Record Number:*** PAC NPC 100

006 – Cartographic and Audio Visual Archives
Description: General information on the functions of these sectors which includes acquisition procedures and policies, organization, cataloguing and preservation of records of historical value. ***Topics:*** Conditions on access to material; exchanges and agreements; loans; special projects; microfilming proposals from federal government institutions; cataloguing; development of and participation in the various archives courses and seminars on cartographic archives and the provision of materials for exhibitions. ***Program Record Number:*** PAC FTS 030

007 – Disposition of Information Holdings
Description: Information relating to the management of recorded information by means of legislation, policies, standards and practices. ***Topics:*** Include disposition schedules; guidelines; strategies for the preservation of historical records. ***Program Record Number:*** PAC GRC 175

008 – Documentary Art and Photography
Description: General information on Documentary Art/Photography which include acquisition procedures and policies, organization, cataloguing and preservation of records of historical value. ***Topics:*** Loans of pictures, colour transparencies and photographic documents; conditions on access to material; internal research

projects; selection of material for exhibitions; exchanges and agreements; artist files by name. ***Program Record Number:*** PAC NPC 099

009 – Evaluation of Information Management Programs
Description: Information relating to the evaluation and effectiveness of information management programs in conformity with National Archives of Canada legislation and Treasury Board policy. ***Topics:*** Internal audit and evaluation guidelines; strategies for the sound management of government information. ***Program Record Number:*** PAC GRC 185

010 – General Operations
Description: Information on the acquisition, conservation and use of historical documents and on the records management function. ***Topics:*** Correspondence with the Minister, Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit; operational training and Archival Descriptive Standards. ***Program Record Number:*** PAC DAO 005

011 – Government Archives
Description: Correspondence of a general nature related to Government Archives and Records Disposition Division. ***Topics:*** Conditions on access to material; internal research and projects; development and implementation study (surveys and questionnaires) of the Electronic Data Project (EDP) hardware and software systems; conservation of holdings. ***Program Record Number:*** PAC FAD 011

012 – London and Paris Offices
Description: Although no longer in operation, the London and Paris Offices served as National Archives of Canada agents in the United Kingdom, the Republic of Ireland, and France through the identification, evaluation and acquisition of records relating to Canada, and through the provision of services to researchers requiring information on Canadian archival sources. ***Topics:*** Clients may still request information from this bank which includes specialized research; enquiries from government officials, the academic community and the public. ***Program Record Number:*** PAC HRB 151

013 – Office of Government Records
Description: Research into information management, development of standards, guidelines and advice on managing information within the federal government. ***Topics:*** Research and consultation regarding information recorded in all media, including electronic and optical format; micrographics; office automation; standards; impact of federal legislation and policies on information management. ***Program Record Number:*** PAC GRC 158

014 – Preservation Division – Inquiries on: Books and Records Conservation
Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leather bound archival material. ***Topics:*** Book, map, poster and paper records restoration; mass deacidification; conservation training program. ***Program Record Number:*** PAC CON 205

015 – Preservation Division – Inquiries on: Photography Services
Description: Information relating to photographic and electrostatic reproductions of records held in the National Archives of Canada. ***Topics:*** Film preservation; photographic assignments; black and white and colour reproductions. ***Program Record Number:*** PAC CON 195

016 – Preservation Division – Inquiries on: Prints and Drawings Conservation
Description: Information relating to the preservation and restoration services for pictorial and iconographic records such as art on paper, oil paintings, photographic records, medals. ***Topics:*** Include conservation methods and studies for water colours, prints, photographs and medals. ***Program Record Number:*** PAC CON 200

017 – Preservation Division – Inquiries on: Technical Operations
Description: Information relating to the preservation of moving image and sound recording. ***Topics:*** Preservation standards; procedures and practices. ***Program Record Number:*** PAC CON 215

018 – Professional Development Services
Description: Information relating to courses, workshops, publications, audiovisual materials and other documentation on the principles and practices of managing recorded information. ***Topics:*** Education and training; communications ***Program Record Number:*** PAC GRC 180

♦ Client Services and Communications Branch

019 – Researcher Services Division – Reference and Inquiries on: Architectural/Cartographic; Audio Visual; Documentary Art/Photography; Manuscripts
Description: Reference and research requests for information on records of historical value concerning the architectural/cartographic, audio visual, documentary art/photography and manuscripts, inquiries and conditions of access to the holdings. ***Topics:*** General inquiries from individuals; organizations and government institutions; cataloguing; copyright and copying requests; requests for access to collections. ***Access:*** Varies according to medium; files may be arranged by subject, year, individual/donors, organizations/institutions and government departments. ***Program Record Number:*** PAC RSD 050

♦ Information Management Branch

020 – Electronic Systems Project and Systems Development
Description: Information relating to the preservation, handling and maintenance of electronic archival records in the form of magnetic tapes, diskettes and optical discs. ***Topics:*** Development and implementation of procedures, policies and practices. ***Program Record Number:*** PAC CON 210

021 – Library and Documentation Services
Description: Reference and inquiries for information on the functions of the departmental library and its holdings. ***Topics:*** Archival studies and records management publications; documentation on Canadian art, films, and audiovisual heritage; journals of Canadian and international historical associations; general inquiries from individuals, organizations and government institutions; cataloguing; copyright and copying requests; requests for access to the library's holdings. ***Program Record Number:*** PAC LDS 140

♦ Office of the National Archivist

022 – Federal-Provincial, National and International Liaison
Description: Information on participation in various departmental, provincial, national and international committees and organizations. ***Topics:*** Association of Canadian Archivists, Association des archivistes du Québec, Society of American Archivists, Royal Commonwealth Society, International Council ofArchives, Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History. ***Program Record Number:*** PAC PBR 010

023 – National Capital Region Federal Records Centre – Inquiries on: Personnel Information Files
Description: Personnel information collected during the course of former military and civilian employees terms of employment in the Canadian Armed Forces and the Federal Public Service. ***Topics:*** Individuals employment history with Federal departments; the military units with which he or she served; pension details (if available), as well as personal information ***Access:*** These files are arranged by locator number. Personnel records for Civil servants are retained for eighty years dating from the individual's birth date, after which most of them are destroyed. A few selected personnel files of former Civil Servants dating from 1885 have been retained. ***Program Record Number:*** PAC NPR 170

024 – Regional Operations – Inquiries on: Federal Records Centres Operations
Description: Information relating to the provision of safe and economical storage facilities for dormant and essential records, active computer tapes, personnel and personnel-related records of former civilian and military federal employees. Contains limited information concerning Canadians of Alien Parentage-World War II (verification of periods of incarceration, settlement of war claims), and Prisoner of War index-German nationals (listing German nationals who were incarcerated in Prisoner of War camps in Canada during World War II). ***Topics:*** Reference services and research inquiries; organization of holdings; disposition schedules; micrographics inspection; reboxing of holdings for preservation. ***Note:*** Please cite PAC PPU 015 when requesting records concerning Canadians of Alien Parentage- World War II and PAC PPU 010 for Prisoner of War Index-German nationals. ***Program Record Number:*** PAC FRC 155

025 – Canadian Council on Archives (C.C.A.)
Description: The C.C.A. supports the Canadian and international archival institutions through grants and contributions given annually by the National Archives of Canada. Information on minutes of meetings, agendas and terms of reference for the various committees of the Canadian Council of Archives. Also includes information on applications for funds for programs and projects submitted to the C.C.A. through provincial archival councils by institutions from various levels of government as well as the private sector. ***Topics:*** Committees; applications or funding. ***Access:*** The Committee files are arranged by subject. The applications for funding are arranged by province and year. ***Program Record Number:*** PAC PPB 146

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

♦ Archives Development and Preservation Branch

001 – Acquisition Records
Description: Contains research on potential archival acquisitions and correspondence with potential sources. ***Class of Individuals:*** Individuals who have corresponded with the Archives concerning potential acquisitions. ***Purpose:*** To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections. ***Retention and Disposal Standards:*** All of this information will be retained by the National Archives of Canada for archival purposes. ***Related to PR#:*** PAC FAD 015 ***TBS Registration:*** 000549 ***Bank Number:*** PAC PPU 025

002 – Archival Training
Description: This bank contains personal data including course applications and evaluations; social insurance numbers (until replaced by an alternative personal identifier). The bank also holds examination results and certificates, and correspondence related to the participation of federal, provincial and municipal government employees, individuals from the private sector and other countries in archival courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal, provincial and municipal government employees as well as individuals from the private sector and other countries. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of archival courses offered by the National Archives of Canada. The information is used to approve and register the participation of individuals as well as to certify their achievement. ***Retention and Disposal Standards:*** Files are retained for five years after the end of the course and are then destroyed. ***Related to PR#:*** PAC DAO 005 ***TBS Registration:*** 002336 ***Bank Number:*** PAC PPU 045

003 – Conservation Training
Description: This bank contains personal data including course applications and evaluations, social insurance numbers (until replaced by an alternative personal identifier), and correspondence related to the participation of federal, provincial and municipal government employees in conservation training courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal, provincial and municipal government employees. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of conservation training courses offered by the National Archives of Canada. It is also used to approve and register the participation of individuals. ***Retention and Disposal Standards:*** Files are retained for five years from the date of the end of the course and are then destroyed. ***Related to PR#:*** PAC DAO 005 ***TBS Registration:*** 002339 ***Bank Number:*** PAC PPU 060

004 – Micrographics Training
Description: This bank contains personal data including course applications and evaluations, examination results and certificates and correspondence related to the participation of federal, provincial and municipal government employees, as well as individuals from the private sector and from other countries in micrographic courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal, provincial and municipal government employees, as well as individuals from the private sector and from other countries. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of micrographics courses offered by the National Archives of Canada. It is also used to approve and register the participation of individuals as well as to certify their achievement. ***Retention and Disposal Standards:*** Files are retained for two years after the end of the course and are then destroyed. ***Related to PR#:*** PAC DAO 005 ***TBS Registration:*** 002337 ***Bank Number:*** PAC PPU 050

005 – Records Management Training
Description: This bank contains personal data including course applications and evaluations, examination results and certificates and correspondence related to the participation of federal employees, employees of provincial and municipal governments, as well as individuals from the private sector and from other countries in records management courses offered by the National Archives of Canada. ***Class of Individuals:*** Federal government employees, provincial and municipal government employees, individuals from the private sector and from other countries. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of records management courses offered by the National Archives of Canada. The information is used to approve and register the participation of individuals as well as to certify their achievement. ***Retention and Disposal Standards:*** Files are retained for two years after the end of the course and are then destroyed. ***Related to PR#:*** PAC DAO 005 ***TBS Registration:*** 002338 ***Bank Number:*** PAC PPU 055

♦ Client Services and Communications Branch

006 – Access to Information and Privacy
Description: This bank contains the access request forms sent by individuals requesting access to departmental records and personal information pursuant

to the Access to Information and the Privacy Acts, the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed, or on complaints handled may also be included. ***Class of Individuals:*** Canadian citizens, permanent residents, landed immigrants, or others authorized by Order- in-Council who have requested access to information held by the National Archives of Canada. ***Purpose:*** Information in this bank is used to process requests under the access to Information Act and the Privacy Acts, and to report on the number and type of requests received annually, fees collected, administration costs and complaints handled. ***Retention and Disposal Standards:*** Retained for two years after resolution and then destroyed. ***PAC Number:*** 78-001 ***TBS Registration:*** 000548 ***Bank Number:*** PAC PPU 020

007 – Request from Federal Investigative Bodies
Description: This bank contains copies of written requests for disclosure of personal information submitted to the National Archives of Canada, pursuant to paragraph 8(2) of the Privacy Act, by federal investigative bodies listed in Schedule II of the Privacy Regulations. It also contains the responses and replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of requests. ***Class of Individuals:*** Individuals who have had personal information about themselves disclosed to authorized federal investigative bodies. ***Purpose:*** To record disclosures of personal information and to report to the Privacy Commissioner on these requests. ***Retention and Disposal Standards:*** The information is retained for two years after resolution and then destroyed. ***TBS Registration:*** 000552 ***Bank Number:*** PAC PPU 040

008 – Friends of the National Archives of Canada
Description: This bank contains information on donations and requests for public donations in search of support and promotion of the programs and activities which heighten awareness of the National Archives of Canada. ***Class of Individuals:*** General public. ***Purpose:*** To maintain a mailing list of donors. ***Retention and Disposal Standards:*** Records are retained for 6 fiscal years and then destroyed. ***PAC Number:*** 86/001 ***TBS Registration:*** 003779 ***Bank Number:*** PAC PPU 022

009 – Research Applications
Description: This bank contains information on individuals who wish to use the National Archives of Canada's research facilities, collections and services. It includes the patron's barcode number, patron name, affiliation, address, telephone number, research topic, National Archives of Canada user card number and expiration date. ***Class of Individuals:*** Individuals whose research requires the use of the facilities, collections and services of the National Archives of Canada. ***Purpose:*** The bank was established to identify users of the National Archives of Canada's research facilities, collections and services, to prepare user cards, survey research use, compile statistics, create mailing lists and trace archival documents. ***Retention and Disposal Standards:*** Retained for five years and then destroyed. ***TBS Registration:*** 000550 ***Bank Number:*** PAC PPU 030

010 – Research Inquiries
Description: Contains requests for reference information received either in person, by telephone or through regular and electronic mail. It contains client's name, telephone number, affiliation, specific inquiry and the response. Address/fax are also noted, as required. ***Class of Individuals:*** Individuals or organizations whose research requires the use of National Archives of Canada's research facilities, collections and services. ***Purpose:*** To verify requests for information or financial charges, survey research use and opinion, and to provide additional archival references when appropriate. ***Retention and Disposal Standards:*** Inquiries are destroyed after five years; some of this information will be retained by the National Archives of Canada for archival purposes. ***PAC Number:*** 72-014 ***Related to PR#:*** PAC RSD 050 ***TBS Registration:*** 000551 ***Bank Number:*** PAC PPU 035

♦ Management Services Branch

011 – Financial Administration Records
Description: Contains correspondence, pay and insurance information, equipment and materials information, training and travel information and personal services contracts. ***Class of Individuals:*** Individuals doing financial business with the National Archives of Canada or the National Library. ***Purpose:*** To provide information about financial transactions pertaining to all activities of the National Archives of Canada or the National Library. ***Retention and Disposal Standards:*** Retention period – six years and then destroyed. ***TBS Registration:*** 000545 ***Bank Number:*** PAC PPU 005

Manuals

Because of the wide range of manuals used by the National Archives of Canada to fulfil its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

- Cartographic and Audio Visual Archives Division Cataloguing Manual
- Documentary Art and Photography Division Cataloguing Standards
- Documentary Art and Photography Division DBase Select Manual (2 volumes)
- Documentary Art and Photography Division Descriptive and Subject Cataloguing
- Documentary Art and Photography Division Reference Service Procedure Manual
- Government Archives Division Procedure Manual

- Manuscript Division Procedures Manual
- Records Management: Organization and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

National Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Access to Information and Privacy Division: (613) 947-1532
General Information: (613) 995-5138
Military Personnel Records: (613) 995-5138
Reference Services: (613) 992-3884
World Wide Web: http://www.archives.ca

Reading Room

The Department's library has been designated under the Access to Information Act as a public reading room. The address is:

National Capital Region

344 Wellington Street
Ottawa, Ontario

National Arts Centre
Chapter 80

Note: This institution is not subject to the Access to Information Act.

General Information

Background
The objectives of the Centre are to operate and maintain the National Arts Centre (NAC): to develop the performing arts in the National Capital Region; and to assist the Canada Council in the development of the performing arts elsewhere in Canada.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information about the programs and activities of the NAC, please contact:

Bernard Geneste
Director of Human Resources
National Arts Centre
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1

National Battlefields Commission
Chapter 81

General Information

Background
The National Battlefields Commission derives its mandate and powers from a 1908 Act of the Parliament of Canada, the Act respecting The National Battlefields at Quebec, 7-8 Edward VII, ch 57, and its amendments.

Administratively, the Commission is designated as a departmental corporation and is listed in Schedule II of the Financial Administration Act.

Responsibilities
The Commission was established to acquire the historic battlefields of the city of Quebec and neighbouring communities, to create a national battlefields park and to conserv, develop these historic and urban parks.

The National Battlefields Commission administers the following sites: Battlefields Park (better known as the Plains of Abraham), with an area of about 101 hectares, commemorates the historic battle of 1759; Des Braves Park, with an area of about 6 hectares, marks the battle of 1760. Apart from these two parks, three major thoroughfares come within the Commission's jurisdiction, namely Des Braves Avenue, De Laune Avenue and De Bernières Avenue. The Commission also operates St Denis Park, east of the Citadel, and manages Martello Tower # 4.

In extra of the maintenance, the conservation and the security, the Commission offers public services:

- the Interpretation Centre tells the story of the Plains of Abraham from the time of New France to the present day and presents in complement an temporary exhibition.
- An exhibition in the Martello Tower 1 on military engineering.
- An exhibition in the Martello Tower 2 on astronomy and meteorology.
- Guided tours, commantated bus tour of the Park, animation on various thematic subjects for groups and school programs for primary and secondary level based on the teaching of natural and human sciences (the historic events).
- A garden, le Joan of Arc Garden and other floral planning.

The Commission also provides a number of sports, cultural and recreation facilities including football, soccer, baseball fields, a band stand, a running track, paths and cross-country ski trails.

Legislation
- The Law respecting the national battlefields at Quebec
- Government Property Traffic Act

Organization
The Commission reports to Parliament through the Minister of Canadian Heritage, to whom the Chairman is directly accountable. It is governed by a board of seven Commissioners and a Secretary, all appointed by the Governor General in Council. The Provinces of Quebec and Ontario are entitled to appoint one representative each, by virtue of having contributed at least $l00,000 when the Commission was founded. The Secretary, who acts as Director General, is responsible for the day-to-day management of all of the Commission's activities.

The administration, which is composed of management and financial and personnel services.

The conservation, which includes preservation, maintenance and surveillance activities aimed at ensuring a safe, stable environment, reducing wear and tear and minimizing or preventing damage. Two services are involved: development and maintenance, and surveillance and security.

The development of the site's historic, cultural, recreational and natrural resources – which encompasses visitor reception, facilities and services, interpretation, public awareness, dissemination of information, exhibits, activities and opportunities for public participation, advertisement and promotion of activities and services ensuring the visibility of the Commission and the federal government. Two services are involved: Client Services and Communications.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

The Secretary
The National Battlefields Commission
390, de Bernières Ave
Quebec, QC
G1R 2L7

(418) 648-3506

Electronic mail: ccbnadm@videotron.ca
Web site: www.ccbn-nbc.gc.ca

Reading Room

Facilities in Documentation Resources have been designated as a public reading room in accordance with the Access to Information Act. The address is:

390, de Bernières Ave
Quebec, QC

National Capital Commission
Chapter 82

General Information

Background
The National Capital Commission (NCC) is a Crown Corporation created in 1958 to succeed the Federal District Commission (1927-1958) and the Ottawa Improvement Commission (1899-1927).

NCC's corporate mission is creating pride and unity through Canada's Capital Region.

Responsibilities
The National Capital Act of 1958, amended in 1988, gives the NCC the mandate to prepare plans for and assist in the development, conservation and improvement of the National Capital Region (NCR) in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance; and to organize, sponsor or promote such public activities and events in the NCR as will enrich the cultural and social fabric of Canada, taking into account the federal character of Canada, the equality of status of the official languages of Canada and the heritage of the people of Canada.

Furthermore, the NCC may coordinate the policies and programs of the Government of Canada respecting the organization, sponsorship or promotion by departments of public activities and events related to the NCR.

Legislation
- National Capital Act, R.S.C. 1985, c. N-4, as amended.

Organization

♦ Capital Planning and Real Asset Management
Capital Planning and Real Asset Management Branch develops long-range policies and plans for the physical development of federal lands in the Capital; manages and develops the NCC's assets which includes the design and rehabilitation of NCC construction projects; provides planning advice to federal departments and other levels of government; manages six "Official Residences"; manages the NCC's Heritage program, undertakes design, land use and land transaction, reviews and grants approvals on behalf of the Crown; acquires and disposes of properties; manages the NCC portfolios of commercial real estate transactions and payments in lieu of taxes; provides realty operations services; identifies development opportunities, including joint development ventures and delivers property development projects; provides design and construction services, such as engineering, architecture, design and professional services in support of major capital development projects of the Commission.

♦ Executive Office
The Chairman and Chief Executive Officer heads a senior management team.

♦ Human Resources
The objective of the Human Resources Branch is to provide innovative and simplified services, programs and strategies in the areas of organizational development and change management, human resources development, about relations and transactional operations which support managers in their efforts to: 1) retain and renew a motivated, skilled, competent and cost-effective workforce; 2) create and maintain through teamwork an open, safe, equitable and productive, working environment.

♦ National Programming and Marketing
National Programming and Marketing Branch focuses on Canada's Capital as a means of instilling pride and a sense of unity among Canadians. Through partnerships, the Branch manages, develops, stages and promotes celebrations, festivals and various other public activities such as Canada Day, Winterlude, Youth and Family Outreach Programs, the Capital Infocentre and the Canada and the World Pavilion Program. It also plans, develops and executes promotions and marketing activities of the NCR and NCC sponsored events and services. It showcases and interprets Canadian symbols, values and achievements through a variety of public programs, and orients and informs visitors about the significance of the Capital Region and its national institutions, commemorations and events.

♦ Park Services and Land Management (PSLM)
PSLM's mandate is to safeguard and preserve Capital assets and to provide visitors with "Green Capital" services and products. PSLM is in the business of land use management; asset lifecycle and maintenance management; natural resources management and environmental stewardship; law enforcement and public safety; visitor information, interpretation and recreational services and programs; support services to NCC and community events. In addition, PSLM now has the responsibility for the programming at the Mackenzie King Estate and the management of food and service concessions on Urban Lands and in Gatineau Park. PSLM branch is structured under the following portfolios: VP Office; Branch Management Services; Urban Lands & Transportation; Gatineau Park & Greenbelt.

♦ Strategic Planning and Information Management Branch

Strategic Planning and Information Management Branch manages the NCC's strategic and corporate planning function, information technologies and geomatics services, finance and procurement services and information and asset management services. The Vice-President is the corporation's Chief Information Officer (CIO), the Chief Financial Officer (CFO) and the Departmental Security Officer (DSO). The Branch is responsible for strategic and corporate planning; management of information holdings; access and security of information; information technologies; engineering and cadastral surveys, mapping services and the provision of geographic information; materiel management; warehousing; financial services; procurement services; facilities management; fleet management and the Corporate Security Program

Information Holdings

Program Records

Branch Management Services (CPRAM)
Description: Information relating to the provision of integrated Branch management and systems services. ***Topics***: Branch Resources Management; Strategic, Operations and Human Resources; Plans Development; Branch MOU; Special Exams and Audit; Performance Monitoring and Reporting; Issue Management; Operational Simplification and Branch Policies and Procedures Development and Analyses. ***Access:*** By subject ***Storage Medium:*** Paper files ***Program Record Number:*** NCC CPR 115

Branch Management Services (PSLM)
Description: The Branch Management Services Division regroups the administrative, human resources and financial activities, and the operational support services (including Corporate Environmental Stewardship Services) to the Branch and corporate processes, as well as law enforcement operations on all NCC lands. As well as information relating to the NCC's compliance with relevant environmental laws, codes, policies, standards; federal environmental targets, standards and commitments and to the provision of opportunities and knowledge to NCC employees to ensure programs and activities are environmentally-sound. ***Topics:*** PSLM Branch administration includes human resources; finance; program and performance evaluation; partnerships and revenue generation; corporate planning; policy and procedures and information systems development; Environmental Strategy; Environmental Baseline Study; Contaminated Sites Inventory; Recycling Program; Waste Audit and Hazardous Material Inventory. ***Access:*** By subject ***Storage Medium:*** Paper files ***Program Record Number:*** NCC PSL 001

Capital Events and Programs
Description: Information relating to the planning, creation, organization, staging, coordination and promotion of public events and programs of national and international significance in the National Capital Region. ***Topics:*** Canada Day Celebrations and Shows; NCC's Centennial; Millennium; Canada and the World Pavilion; A Tulip Legacy; National Commemorations; Visual Arts; Street SmArt; Winterlude; Year-Round Programming in the NCR; Christmas Lights Across Canada. ***Access:*** By subject ***Storage Medium:*** Paper files, Site Plans, Slides, EDP and Photographs ***Program Record Number:*** NCC NPM 055

Capital Interpretation
Description: Information relating to information and orientation of visitors to the Capital Region and public programs which promote an understanding and appreciation of the national significance of the Capital, its institutions and attractions. ***Topics:*** NCC Capital Infocentres; Capital Call Centre, Corporate Call Centre, Capital Infoguide; Front-Line Visitor Services; Capital Reservations and Itineraries; NCR Attractions and Institutions; Orientation and Wayfinding; Volunteer Services Coordination; Parliament Hill Programming; Sound and Light Show; Discover the Hill; Infotent; Confederation Boulevard Interpretation and Orientation Programs and Publications; Confederation Boulevard Sites; Major's Hill Park, Jacques Cartier Park and Leamy Lake Park Interpretation; Capital Youth Programs; Future Trek; Adventure in Citizenship; Capital Tours; Capital Quiz; Guided Tours. ***Access:*** By subject ***Storage Medium:*** Paper files, EDP, Photographs, Maps ***Program Record Number:*** NCC NPM 065

Commission Secretariat
Description: Information relating to the administration of the NCC's Board of Directors, and of the Corporate, Advisory, Management and Intergovernmental Committees, and protocol activities related to public events such as Canada Day, Christmas Lights Across Canada, Winterlude and many other NCC events. ***Topics:*** Minutes of NCC, Corporate, Executive Management, Advisory and Intergovernmental Committees and lists of topics examined; Members of the Commission and Committee Members; lists of guests; invitations and logistics (master of ceremony, notes, speeches, scenarios). ***Access:*** By subject ***Storage Medium:*** Paper files and Electronic Records ***Program Record Number:*** NCC EXE 030

Communications
Description: Information relating to public and media information and services on the National Capital Commission and the National Capital Region. ***Topics:*** News releases; publicity programs; media ***relations***; media and public inquiries; public consultations. ***Access:*** By subject ***Storage Medium:*** Paper files ***Program Record Number:*** NCC EXE 005

Corporate Audit, Research and Evaluation
Description: Information relating to the management and monitoring of corporate audit projects and the evaluation of the Commission's programs to assess performance against the NCC's mandate. ***Topics:*** Internal and External Audit Recommendations; Evaluation recommendations; Management Self Assessment and research studies. ***Access:*** By subject ***Storage Medium:*** Paper files and EDP ***Program Record Number:*** NCC EXE 020

Design and Construction
Description: Information relating to the provision of engineering, industrial design, architectural and landscape architecture services to create, rehabilitate, and preserve NCC's real assets, landmarks, natural features, infrastructure and industrial, private and commercial buildings; and provision of industrial design services in support of assets and NCC public programs and events. ***Topics:*** Bridges; Parkways; Roadways; Multi-Year Capital Construction Program (MYCCP); Capital Parks; Interpretive Media; Environmental Graphics and Exhibitory Design. ***Access:*** By subject ***Storage Medium:*** Paper files, Maps, Plans, Drawings, Photographs, Slides and EDP ***Program Record Number:*** NCC CPR 095

Design and Land Use
Description: Information relating to Design and Land use Approvals for projects on federal lands in the NCR, the use or purchase of NCC lands, the planning of federal lands including Development and Area Plans and amendments, and the NCC's Heritage and Environmental Services programmes. ***Topics:*** Federal Land Use, Land Transaction and Design Review and Approvals; the interpretation and implementation of NCC plans, including the Plan for Canada's Capital, Greenbelt Master Plan and Parliamentary Precinct Area Plan; Heritage and Archaeology on NCC and other federal lands; NCC Environmental services, policies and Environmental Priority Maps; planning, urban design and view protection policies in the NCR. ***Access:*** By subject ***Storage Medium:*** Paper files, Drawings, Plans, Maps, Slides, Microform, EDP and Photographs ***Program Record Number:*** NCC CPR 085

Gatineau Park and Greenbelt
Description: Information relating to land and resource management and the management of activities and programs associated with the provision of services and facilities for public enjoyment in Gatineau Park and the Greenbelt. ***Topics:*** Land Maintenance; Land Use Including Leases, Agreements, Permits, Permissions, Concessions, Licence of Occupation, Service and Partnership Agreements; Interpretation and Animation; Facility Management; Furnishing and Fixture Management; Event Management; Snow and Ice Control; Building and Infrastructure Management and Land Maintenance. ***Access:*** By subject ***Storage Medium:*** Paper files, Maps, Plans and Drawings, Slides and Photographs, Electronic Records ***Program Record Number:*** NCC PSL 115

Information and Asset Management Services (IAMS)
Description: Information relating to the development and implementation of policies, plans, systems and services for the management of the NCC's information holdings, corporate administrative policies and procedures, moveable assets, material, fleet, and headquarters facilities; the administration of the Access to Information and Privacy Acts and the Government Security Policy; and the provision of services for: document management, library, security incidents, security screening, provisioning, property damage claims, warehousing, fleet, reproduction/printing, mail and couriers. ***Topics:*** Corporate Information Inventory; Information Classification and Identification Systems; Retention and Disposition; Corporate Administrative Policies and Procedures (CAPP); Headquarters Facilities Management; Security of Information; Personnel Security Screening; Physical Security Program; Access to Information (ATI) Act; Privacy Act; Requests for Access to Information and Personal Information; Corporate Information Services; Mail and Courier Operations; Library Services; Printing Services; ***Asset Management***; Material Management and NCC Fleet. ***Access:*** By subject ***Storage Medium:*** Paper files, plans and EDP. ***Program Record Number:*** NCC SPI 195

Information Technologies and Geomatics Services
Description: Information relating to the development of technology strategies, policies, plans and activities to support the management of the NCC's Information Technology requirements, and information relating to the surveying, mapping and Geographic Information System (GIS) program to support the Commission's assets management, engineering, landscaping, construction, national programming and land transactions activities. ***Topics:*** Information Technology (IT) Security; Information Systems Architecture; Data Administration; Database Management; Data Models; Corporate Systems Development and Applications Support; Micro Computer Support Services; Helpdesk; Networks; Client/Server Environment; Year 2000 Project; Voice Communication and Messaging Systems; Computer Services; Technical Services; Facilities Management, Topographical Mapping and Digital Mapping, AutoCAD, Geographic Information Systems, Land Surveys, Legal Surveys of NCC Properties and Legal Descriptions of Lands, Current Title Records, Atlas of NCC Land Use, Aerial Photography. ***Access:*** By subject ***Storage Medium:*** Paper Files, Maps, Plans Drawings, Aerial and other Photographs, Digital files and various electronic media ***Program Record Number:*** NCC SPI 190

Intergovernmental Relations
Description: Information relating to consultations and co-ordination, with federal, provincial, regional and municipal governments. ***Topics:*** Co-ordination and

Liaison on Land and Property matters, Construction, Maintenance and Renovation of Buildings, Grounds and Varied Structures, Programs Promoting National Understanding, Pride and Awareness of the Capital, Development of Tri-partite Agreements and Program Co-ordination. ***Access:*** By subject ***Storage Medium:*** Paper files ***Program Record Number:*** NCC EXE 015

Legal Services
Description: Information relating to legal matters, particularly litigation and commercial matters of the Commission. ***Topics:*** Legal aspects of land and commercial transactions; legal agreements; damage suits for and against the Commission; collection of accounts; statutory interpretation. ***Access:*** By subject ***Storage Medium:*** Paper files ***Program Record Number:*** NCC EXE 010

National Outreach
Description: Information relating to the creation of an appreciation of the national significance of the Capital among Canadians, stimulate their interest in visiting the Capital, and provide opportunities for their involvement in Capital programs and events. ***Topics:*** Provincial/Territorial Linkages; Youth and Family Outreach; Electronic Capital Outreach; National Participation Projects; Capital Awareness Marketing; National Broadcasting; Event and Program Promotion; Merchandising and Advertising Sales; Publication and Audio/Video Management; Writing / Editing / Translation; Graphic Design; Production Coordination; Public Contact System; Distribution Services and Database Management/ Marketing. ***Access:*** By subject ***Storage Medium:*** Paper files, computer data-bases, photographs and videos ***Program Record Number:*** NCC NPM 015

Official Residences
Description: Information relating to the management of the Official Residences' portfolio, provision of property management, interior design, ceremonial support, greenhouse and grounds maintenance operations services for Canada's six Official Residences within the National Capital Region. ***Topics:*** Rideau Hall; Stornoway; 24 Sussex; Harrington Lake; Kingsmere (The Farm); 7 Rideau Gate. ***Access:*** By subject ***Storage Medium:*** Paper files, Maps, Plans, Drawings, Photographs, Slides and EDP ***Program Record Number:*** NCC CPR 100

Planning
Description: Information relating to the development of long range plans for NCC and other federal lands in the National Capital Region, the preparation of transportation studies generally under the leadership of regional governments, and the monitoring of and responses to municipal planning and development control activities affecting NCC lands. ***Topics:*** Plans for Canada's Capital; Gatineau Park, Greenbelt and Urban Lands (in preparation) Master Plans; Core Area (in preparation), Leamy Lake, Parkway, Sector Plans; Meech Creek Valley Plan; Confederation Heights Node Plan; LeBreton Flats Plan Implementation; Interprovincial Transportation Concept Plan; National Interest Land Mass (NILM); City of Ottawa Zoning By-Law Review; Pedestrian Linkages Initiative. ***Access:*** By subject ***Storage Medium:*** Paper files, Drawings, Plans, Maps, Photographs and EDP ***Program Record Number:*** NCC CPR 080

Planning, Finance and Procurement
Description: Information relating to the management of the strategic and corporate planning process, financial planning and reporting, financial services, financial management systems and procurement. ***Topics:*** Corporate Strategies and Objectives, Environmental Scans, Corporate Strategic Initiatives, Strategic plans, Corporate Plans and Priorities, Financial Planning, Operational Planning Guidelines, Operational Plans, Supplementary Estimates, Corporate Reporting Process, Performance and Financial Reviews, Performance Measurement, Annual Report, General Accounting and Financial Statements, Contract Administration, Accounts Payable, Accounts Receivable, Revenue and Collection, Banking Operations, Financial Management Reports, Financial Plans and Budgets. ***Access:*** By subject and Supplier Name ***Storage Medium:*** Paper files, Microform and EDP ***Program Record Number:*** NCC SPI 170

Property Strategy and Leasing
Description: Information relating to the management of the NCC's commercial property portfolio and the provision of property management, marketing and leasing services to other NCC portfolios (i.e. Gatineau Park, Greenbelt and Capital Urban Lands); and the management of payments in lieu of taxes for NCC properties. ***Topics:*** Head Leases; Marketing and Leasing; Property Management and Maintenance; Utilities and Demolitions. ***Access:*** By subject ***Storage Medium:*** Paper files, EDP, Maps, Plans and Drawings ***Program Record Number***: NCC CPR 105

Real EstateTransactions
Description: Information relating to negotiation and completion of property agreements for the acquisition, disposal or exchange of properties, and the granting of easements and licences of occupation in support of the NCC's mandate to consolidate the National Interest Land Mass (NILM) and development of the NCC's real assets and management of private sector joint projects in order to generate revenues. ***Topics:*** Ground and Head Leases; Chambers Building; Diplomatic Missions Sites; 489 Sussex Drive; Daly Site; Easements; Licences of Occupation; Exchanges; Expropriations; Acquisitions Disposals and Divestitures. ***Access:*** By subject ***Storage Medium:*** Paper files, Maps, Plans, Drawings, Photographs and EDP ***Program Record Number:*** NCC CPR 090

Sponsorship
Description: Information relating to corporate sponsors and other private sector groups maintained to interest them in participating in events, programs and services and thereby generate revenues for Commission activities. ***Topics:*** Winterlude, Canada Day, Canada and The World Pavilion, Sunday Bike Days and other sponsorship opportunities. ***Access:*** By subject ***Storage Medium:*** Paper files ***Program Record Number:*** NCC NPM 020

Urban Lands and Transportation (ULT)
Description: Information relating to the management of urban parks and urban lands, the transportation networks and corridors that provide visitors with access to the Capital, the management of core recreational facilities programs and services that provide visitors with a positive experience of the Capital. This portfolio is also responsible for the preservation and protection of the Capital's urban settings, the provision of maintenance operations and event support services through Maintenance Management Agreements with contracts with the private sector and agreements with local governments. ***Topics:*** Recreational Facility Management (Rideau Canada Skateway, Recreational Pathways, Picnic Grounds, Beach, Concessions, Parkings) Building and Infrastructure Management, Horticulture and Grounds Maintenance, Snow and Ice Control, Floral Displays, Waste Management, Special Events and Support, Public Safety, Land Use Permits and Permissions, Work Entry Permits. ***Access:*** By subject ***Storage Medium:*** Paper files, Maps, Plans and Drawings ***Program Record Number:*** NCC PSL 130

Standard Program Records

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Classification of Positions

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

Access to Information and Privacy (ATIP) Requests
Description: This bank contains the requests sent by individuals seeking access to information under the Access to Information and Privacy Acts, the replies to such requests and information relating to their processing. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to maintain a record of all requests received under the Access to Information Act and the Privacy Act, and to maintain a record of communication with the applicants. ***Consistent Uses:*** The bank is used to document the activities involved in the response to Access and Privacy requests and to provide statistical reports required under the Access to Information and Privacy Acts. ***Retention and Disposal Standards:*** Records are retained for three years after last administrative action has been taken. ***Related to PR#:*** NCC SPI 195 ***TBS Registration:*** 000801 ***Bank Number:*** NCC PPU 010

Camp Site Registration Records
Description: This bank contains the names of campers at Gatineau Park and LeBreton Flats camp sites. It may also contain addresses, telephone numbers, credit card numbers and fees paid for the rental of the sites. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to control the allocation of camp sites and to maintain a record of revenue. ***Consistent Uses:*** This bank is also used to maintain mailing lists for future reservations, revenue accountability and future planning. ***Retention and Disposal Standards:*** 1 year after expiry. ***Related to PR#:*** NCC PLS 115 ***TBS Registration:*** 002197 ***Bank Number:*** NCC PPU 065

Catalogue of Contractors
Description: This bank may contain brochures, summaries of past contracts, product catalogues, curriculum vitae, references and declared areas of contractual interest. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to maintain a record of professional and business persons who have offered their goods and services to the National Capital Commission. ***Consistent Uses:*** The information in this bank is used to determine who will be asked to submit a proposal or quote for work or provide services when required. ***Retention and Disposal Standards:*** Records are retained for two years. ***Related to PR#:*** NCC SPI 170 ***TBS Registration:*** 000803 ***Bank Number:*** NCC PPU 020

Contracts
Description: Data may include terms of reference, specifications, contract documents, source lists, bid results, non-negotiable contract securities, performance reports and related correspondence. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to maintain an accurate account of all payments made under contracts. ***Consistent Uses:*** It is used as a basis for negotiations between the National Capital Commission and the contractors concerned. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after completion of terms of contract. ***Related to PR#:*** NCC SPI 170 ***TBS Registration:*** 000804 ***Bank Number:*** NCC PPU 025

Gatineau Park Skiing Permits
Description: This bank contains the names and addresses of all skiers who have purchased a season permit for cross-country skiing in Gatineau Park. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to manage a user-fee program for skiers in Gatineau Park. ***Consistent Uses:*** This bank is also used to maintain a mailing list of skiers and to replace lost or stolen season permits. ***Retention and Disposal Standards:*** 1 year after expiry. ***Related to PR#:*** NCC PLS 115 ***TBS Registration:*** 003730 ***Bank Number:*** NCC PPU 062

Information Disclosures to Investigative Bodies
Description: This bank contains copies of requests for disclosure of personal information submitted to the NCC under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such requests and particulars related to their processing. ***Class of Individuals:*** Individuals about whom requests have been received from investigative bodies under paragraph 8(2)(e) of the Privacy Act for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Purpose:*** The bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act. ***Consistent Uses:*** Information contained in this bank may be shared with federal investigative bodies such as the RCMP. ***Retention and Disposal Standards:*** The information in this bank is retained for a minimum of two years after completion of the request. ***Related to PR#:*** NCC SPI 195 ***TBS Registration:*** 003985 ***Bank Number:*** NCC PPE 810

Minor Property Damage Claims
Description: This bank may contain police reports, accident reports, witness reports, estimates, amounts paid or received, releases and related particulars. ***Class of Individuals:*** General Public/Insurance Companies/Other Government Agencies ***Purpose:*** The purpose of this bank is to maintain records of vehicular and other accidents and incidents resulting in claims in favor of and against the Crown. ***Consistent Uses:*** This information is used to determine liability and to negotiate settlements. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after settlement of claims. ***Related to PR#:*** NCC SPI 195 ***TBS Registration:*** 000802 ***Bank Number:*** NCC PPU 015

Permits, Permissions, and Licences
Description: This bank contains the names of individuals who have applied for, received or have been rejected a permit, permission or licence to use a property or other asset managed by the NCC. The permits, permissions and licences cover the following activities: scientific study permits, facility access permits, equipment rental permits, and construction permits. It may also contain addresses, telephone numbers, credit card numbers, and fees paid. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to control the allocation of the various NCC facilities, to maintain a record of revenue, and to restrict access where required. ***Consistent Uses:*** This bank is also used to maintain a contact list for the purpose of future contact with the individuals, to control the distribution of permits, and to monitor activities on various NCC properties. ***Retention and Disposal Standards:*** 1 year after expiry. ***Related to PR#:*** NCC PLS 115 ***TBS Registration:*** 003649 ***Bank Number:*** NCC PPU 063

Property Management and Property Tenant Records
Description: This bank may contain the names of former, present tenants, the former address of a tenant, employment background, annual earnings and number of children. The files contain basic personal information on the owner or tenant of the property and all information pertaining to the leasing of the property, authority to repair, capital improvement to the property and general correspondence on related matters. These records may contain the results of credit investigations of the tenants which were conducted to determine financial capability to rent/lease the property. Applications to rent NCC properties are placed on the appropriate property file. The documents are filed by property ID numbers and they include alphabetic references. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy and to maintain a record of information relating to the management of NCC properties. ***Consistent Uses:*** It is used to identify past, present and prospective tenants of Commission properties. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy. It is also used to assist in the administration of properties acquired on behalf of the federal government. Some information may be disclosed to municipalities in which the properties are located for tax assessments and administration of the payments-in-lieu of taxes program. ***Retention and Disposal Standards:*** Records on individuals are retained for 2 years after property is vacated. ***PAC Number:*** 78-011

Related to PR#: NCC CPR 105 ***TBS Registration:*** 003020 ***Bank Number:*** NCC PPU 051

Property Rental Collection Records
Description: This bank contains the National Capital Commission's property number, tenant number, rental charges, rental payments, maintenance allowances, collection and credit reports and related correspondence. ***Class of Individuals:*** General Public ***Purpose:*** This bank identifies past, present and prospective tenants of the Commission. ***Consistent Uses***: This bank is used for the collection of rents. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after accounts are settled. ***Related to PR#:*** NCC SPI 170 ***TBS Registration:*** 000806 ***Bank Number:*** NCC PPU 035

Property Transaction Records
Description: The files contain general correspondence, appraisal reports, description of property and basic personal data on the owner. Also included is the final disposition of the case in the form of an option and copies of minutes of the NCC Advisory Committee and decision-making Committees. The records are organized by property parcel number with an alphabetical cross-reference system. Information is maintained in the form of: paper records, Real Asset Management Information System (RAMIS). ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to record the negotiations leading to property transactions. ***Consistent Uses:*** It is used to assist in the administration of policies on the acquisition and expropriation of properties in the National Capital Region on behalf of the federal government. ***Retention and Disposal Standards:*** Records are retained on-site 2 years and sent off-site to archives to await scheduling. ***Related to PR#:*** NCC CPR 090 ***TBS Registration***: 000808 ***Bank Number:*** NCC PPU 045

Public Consultation Lists
Description: Records may contain names, addresses, telephone numbers of the general public, associations, businesses and public officials on various public consultation initiatives involving the NCC. ***Class of Individuals:*** General Public ***Purpose:*** This bank allows the NCC to provide interested members of the public with additional or follow-up information on various public consultation initiatives. ***Consistent Uses:*** The bank is used to communicate with persons who have or could express an interest in specific NCC consultation activities or may be interested in new NCC consultation initiatives. ***Retention and Disposal Standards:*** 2 years or when superseded. ***Related to PR#:*** NCC EXE 005 ***TBS Registration:*** 003271 ***Bank Number:*** NCC PPU 008

Public Contact System (PCS)
Description: This bank contains the name, address, telephone number, type of contact, contact tracking data such as date of contact and reason. Lists of individuals as well as organizations with which the Commission communicates in support of various programs. These lists include but are not restricted to individuals of the following categories: Government/Political, Community Groups, Associations, Special Interest Groups, General Public, Volunteers, NCC Commissioners, Tenants Advisory Committee Members, Media, Sponsors, Land Developers, Contractors, Universities and Students. ***Class of Individuals:*** General public ***Purpose:*** This bank identifies individuals and organizations that have requested printed information from the NCC and that have been contacted in the past and may be contacted in the future. It is used as the single repository for accurate addresses and information relating to individuals. ***Consistent Uses:*** The bank is used to store the address of and track contact with individuals and groups. It is used to provide addresses for the mailing of individual and/or mass correspondence such as press release, annual reports and other program-related materials; and supports communications via telephone. It may be used to track public opinion on various issues regarding the programming of the NCC. ***Retention and Disposal Standards:*** 2 years or when superseded. ***Related to PR#:*** NCC NPM 015 ***TBS Registration:*** 003920 ***Bank Number:*** NCC PPU 076

Records of the Members of the Commission and of Committees
Description: Files may contain curricula vitae, letters of recommendation, photographs, Orders-in Council, general correspondence and a record of travel expenses and honoraria. ***Class of Individuals:*** Professional People ***Purpose:*** The purpose of this bank is to maintain a record of all members of the Board of Directors and members of the various corporate and advisory committees within the Commission, and to maintain a record of the communications with these people. ***Consistent Uses:*** The bank is used to help identify personal skills, abilities and suitability of candidates to serve as members of committees. It is also used to help identify past members of the Board of Directors. ***Retention and Disposal Standards:*** Records are retained for six years after expiry of terms. ***Related to PR#:*** NCC EXE 030 ***TBS Registration:*** 000800 ***Bank Number:*** NCC PPU 005

Violation and Enforcement Records
Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to record particulars of the violation of laws and regulations applicable to NCC land and properties including Gatineau Park. ***Consistent Uses:*** This bank is used to facilitate the administration of justice within Commission-owned land and properties. ***Retention and Disposal Standards:*** Case files are retained for 20 years, while the on-going master computer tape is retained for 10 years. ***Related to PR#:*** NCC PLS 001

TBS Registration: 003018 ***Bank Number:*** NCC PPU 060

Volunteer Data Bank
Description: This bank contains the names, addresses, telephone numbers and basic personal information such as age, sex, and personal preferences of volunteers who have offered to assist in various capacities for NCC projects and events. ***Class of Individuals:*** General Public ***Purpose:*** The purpose of this bank is to maintain a record of volunteers, their participation in events and their preferences for volunteer activities. ***Consistent Uses:*** This bank is used to select volunteers for suitable placement in support of NCC projects and events. The bank also may represent a mailing list which could be used to contact volunteers about other NCC activities. ***Retention and Disposal Standards:*** 2 years or when superseded. ***Related to PR#:*** NCC NPM 065 ***TBS Registration:*** 002196 ***Bank Number:*** NCC PPU 070

Youth Programs Data Bank
Description: This bank contains information about students (7-12), teachers, and youth (13-18) such as name, address, telephone number, age, school, subjects taught, grades taught, language of instruction, language spoken, student's riding and M.P. ***Class of Individuals***: General Public ***Purpose:*** The purpose of this bank is to promote and manage Outreach programs such as the Winter Poster Contest, the "A Capital For All Canadians'" kit, Capital Adventures, Capital Quiz (educational resources), Canadian Capital Cities Booklet and the Capital Youth Ambassadors Programs. ***Consistent Uses:*** This information is used to maintain contact with schools, teachers and students to inform them of activities and changes in these programs. It is used as a mailing list to inform the individuals of other related programs, and to solicit their involvement. ***Retention and Disposal Standards:*** 2 years or when superseded. ***Related to PR#:*** NCC NPM 015 ***TBS Registration:*** 003022 ***Bank Number:*** NCC PPU 071

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints , suggestions, opinions, proposals, agreements, permits and permissions and may include name, address, telephone number and, in some cases, marital status, age and employment.

This personal information is stored throughout the general subject files and is not normally retrievable by the name of an individual or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest such as: acquisition, development, management, and disposal of properties; planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works; joint projects with municipalities; construction and operation of concessions; grants and subsidies historical sites and buildings; plans for federal elements in the National Capital Region; public cultural and recreational activities; tours and services for visitors; promotion of national understanding and awareness of the National Capital of Canada; violation of laws and regulations.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Commission By-law 93
- corporate administrative policies and procedures
- federal and provincial Acts and regulations including the National Capital Act, the National Capital Commission Traffic and Property Regulations, the Leamy Lake Navigation Channel Regulations and the Fish and Games Acts for Ontario and for Quebec
- internal manuals on design, signs, safety and maintenance
- municipal codes and by-laws

Additional Information

Please note: Requests made to the National Capital Commission under the Access to Information Act must be accompanied by a $5.00 cheque or money order made payable to the National Capital Commission.

Requests for further information about the NCC and its various programs and functions may be directed to:

Capital Infocentre
40 Elgin Street
5th Floor
Ottawa, Ontario
K1P 1C7

Corporate Information: (613) 239-5555

Tourist Information: (613) 239-5000

Toll Free Number: 1-800-465-1867

Internet: www.capcan.ca

Library
40 Elgin St
2nd Floor
Ottawa, Ontario

(613) 239-5123

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. It is open from 09:00 to 16:00 hours Monday to Friday, holidays excepted. Its address is:

Library
2nd Floor
40 Elgin St.
Ottawa, Ontario.

National Defence
Chapter 83

General Information

Background
The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the Canadian Forces Superannuation Act, the Defence Services Pensions Continuation Act, the National Defence Act, and the Visiting Forces Act.

Responsibilities
The role and function of the Department of National Defence, and its principal component, the Canadian Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace.

Its basic roles and responsibilities are to supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development. To enhance the security of Canada against military threat, the Department co-operates with the United States in the defence of North America, and co-operates in collective defence measures under the North Atlantic Treaty. The Department promotes international stability by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations. It controls, manages, and administers all activities of, and provides the services necessary to ensure adequate supply and technical support for, both the Department and the Canadian Forces. It also provides all levels of training for the Canadian Forces. Finally, the Department works to maintain and advance Canadian scientific and technological knowledge and analytical capability in the area of defence.

Legislation
- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport
- Canadian Forces Superannuation Act, R.S.C.
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970

Organization

Assistant Deputy Minister – Communications and Public Affairs
The Division provides advice and guidance to the minister, deputy minister, chief of defence staff, commanders, and managers on public information and communications matters in support of National Defence and Canadian Forces policies, objectives, programs and activities. It also plans, conducts, and evaluates information programs for groups within and outside the Department; provides the public and media with the maximum amount of information on defence consistent with national and international security; and arranges Canadian Forces participation in exhibitions and displays. The Division maintains a working relationship with communications agencies of federal, provincial, and allied governments.

♦ Directorate of History
Is responsible for the production of official histories of the Canadian Forces. The Directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

Assistant Deputy Minister – Finance

♦ Automated Information Services Branch
Responsible for controlling the administration of departmental management consulting services, providing a departmental forms management program, and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the Division directs the analysis and design of departmental information systems.

♦ Financial Services Branch
Responsible for controlling and coordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system, the internal controls over funds and assets, and accounting systems, procedures and practices. It is also responsible for the interpretation and communication of financial policies and procedures, the provision of costing, military pay, superannuation

administration and financial services, and the operation of the Department's financial information system.

Assistant Deputy Minister – Materiel

♦ Construction and Properties Branch

Responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities. It implements the approved programs, manages real property and utility services, coordinates the disposal of surplus real property and facilities, formulates related policies, and provides the necessary control and guidance for their application.

♦ Materiel Quality Assurance Division

Responsible for planning and directing departmental quality assurance policies and activities, compiling and publishing Canadian qualified products lists, and maintaining surveillance over defence contractors and departmental manufacture and repair facilities. It looks after quality control and inspection systems, establishes and ensures the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensures the quality of materiel being procured for the Department of National Defence, other government departments, and foreign governments, as required.

♦ Research and Development Branch

Responsible for the formulation and conduct of the departmental research and development program. It participates in the formulation and implementation of departmental policies for research and development activities, controls and directs the operation of the defence research establishments, and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

♦ Research and Development Operations Division

Responsible for the planning, control, and operation of research and development in the maritime, land, air and communications elements, and in the field of human performance.

♦ Research and Development Policy Division

Responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment. It markets defence equipment and participates in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the Division coordinates export permits, memoranda of understanding, and metric conversion.

♦ Research and Development Services Division

Exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the assistant deputy minister materiel, provides administrative support to the defence research establishments, provides documentation and discussion papers for review, administers the departmental inventions and patents program, and coordinates the departmental logistics operations.

♦ Supply Branch

Accountable for the provision of materiel for the Canadian Forces.

♦ Transportation Division

Responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of these services, and managing the Department's vehicle accident prevention program.

♦ Weapons Systems and Equipment Engineering and Maintenance Branch

Responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian Forces. These functions are carried out by project managers and life cycle materiel managers organized in maritime, aerospace, land and communications, electronics engineering, and maintenance divisions. It is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and coordination for their implementation.

Assistant Deputy Minister – Personnel

♦ Chaplain General Protestant Division

Responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependants. This includes the implementation of ecclesiastical and military policy as it affects the ministry of chaplains; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on chaplain service in the forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

♦ Chaplain General Roman Catholic Division

Responsible for upholding and fostering spiritual values and the pastoral care of Catholic service personnel and

dependants. This includes recommending and implementing ecclesiastical and military policy as it affects the ministry of chaplains, and administering programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and their dependants. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic military vicar of the Canadian Forces.

♦ Civilian Personnel Services Division

Responsible for developing policies and plans and implementing programs for the recruitment, promotion, transfer, training and development, career management, and lay-offs of departmental civilian employees. It implements and maintains a complete departmental civilian personnel administrative service, represents the Department in the development of government-wide policies and programs in all of these personnel areas, and provides advice to senior military and civilian officials on personnel administration matters. The Division also plans, coordinates and advises on the Affirmative Action Program.

♦ Classification Division

Responsible for the administration and application of the classification system for all Department civilian employees. In addition, the Division handles employees' classification grievances, audits regional classification offices, and develops policies, directives, methods and procedures.

♦ Compensation and Benefits Division

Responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments who require special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

♦ Dental Services Division

Responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces and, in certain areas, their dependants and other civilians. This includes providing treatment, accommodation, equipment and supplies; preparing the budget; coordinating command and dental unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; maintaining liaison; and representing the Canadian Forces to dental services of other nations, federal and provincial dental associations, and educational agencies in Canada.

♦ Dependants Education Programs Division

Responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants school system. This includes teacher establishments and salary agreements; the attendance of children at municipal schools on payment of school fees; and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

♦ Manpower Utilization Division

Responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements. It ensures that personnel requirements, establishments, and actual strengths are in accordance with approved policies and budgets; allocates military manpower resources within staffing priorities to fill established positions; and prepares and controls annual personnel estimates for military and civilian personnel pay, allowances, salaries, wages, and pension contributions required by the Department. In addition, the Department forecasts and controls military posting and removal expenses and is responsible for determining the occupational analysis requirements for the Canadian Forces.

♦ Official Languages Division

Responsible for the development of all departmental official languages policies, both military and civilian, while ensuring that they are in accordance with the Official Languages Act, government policies, and departmental requirements. This includes evaluating, monitoring, and amending existing policies; and formulating, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the Division identifies the language requirements of all civilian positions, maintains an automated information system on civilian personnel, and schedules their language training.

♦ Personnel Careers and Senior Appointments Branch

Responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; and administering honourary military appointments.

♦ Personnel Coordination and Administrative Services Division

Responsible for the administrative functions of the departmental personnel management information systems. It investigates and replies to personnel enquiries and complaints, including those under the provisions of the Canadian Human Rights Act; publishes newsletters for both military and civilian personnel; and provides records management services for personnel and fatal casualties records.

♦ Personnel Development Branch
Responsible for developing personnel policies, for officer training and education, and for conducting research in these areas. The Branch is also responsible for the effective overview and administration of special research, planning, and development studies.

♦ Personnel Services Branch
Responsible for developing and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their dependants, and resident Department civilian employees. The Branch administers all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. The Branch also monitors conditions of service as experienced by service members and their dependants, operates the National Defence Dependants school system, and plans and advises on matters concerning the employment of women in the Forces.

♦ Recruiting, Education and Training Division
Responsible for the development and implementation of policy with regard to Regular Force recruiting and selection, and individual training and education of military and civilian members of the Department.

♦ Surgeon General Branch
Responsible for the organization and administration of the Canadian Forces medical services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

Assistant Deputy Minister – Policy

♦ Chief Review Services Branch
The Branch provides departmental advice and functional authority on review matters. It is responsible and accountable for the planning and conduct at the National Defence Headquarters (NDHQ) level of program evaluations, internal audits, and military reviews of all aspects of departmental and military operations and activities. It also provides independent, objective reports on the effectiveness, efficiency and economy of the Department of National Defence and the Canadian Forces.

♦ Defence Program Branch
Develops and maintains the defence program management systems, controls and reviews the defence services program, analyzes options to meet the Department's capability goals, reviews and guides the management of major projects, and prepares the defence services program forecast.

♦ Operational Research and Analysis Branch
Directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

♦ Organization and Manpower Division
Responsible for generating departmental organizational policy, procedures, structures, changes, and orders; and for identifying current and future military and civilian manpower requirements with the Department. It also controls military rank and occupational code structures, develops and maintains the official position list of continuing civilian employees, controls the casual person-year allocation, develops and maintains manpower scales and standards, manages the on-site manpower evaluation program, and produces and maintains unit establishment documents.

♦ Policy Coordination Division
Effects liaison with Cabinet through the Privy Council Office, monitors departmental policy and conducts relations with Parliament.

♦ Policy Planning Branch
Responsible for originating and advising on policy matters, evaluating strategic developments, developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities, and coordinating policy planning with external agencies, NATO in particular.

Chief Review Services Branch
The Branch provides departmental advice and functional authority on review matters. It is responsible and accountable for the planning and conduct at the National Defence Headquarters (NDHQ) level of program evaluations, internal audits, and military reviews of all aspects of departmental and military operations and activities. It also provides independent, objective reports on the effectiveness, efficiency and economy of the Department of National Defence and the Canadian Forces.

Communications Security Establishment

Deputy Chief of the Defence Staff

♦ Air Doctrine and Operations Branch
Responsible for all air force matters, including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This branch also advises on air reserve employment and training policy, and provides representation to meet national and international liaison and representational requirements.

♦ Emergency Preparedness Canada
Emergency Preparedness Canada is the federal agency responsible for coordinating the emergency planning and response of the Government of Canada for peacetime and wartime emergency situations.

♦ Executive Secretariat Division
The Division is responsible for providing and managing administrative services to ensure the effective functioning of the Department in general, and National Defence headquarters in particular. This includes providing departmental administrative support such as library services, records management services, personnel identification services, and National Defence headquarters accommodation management services. The Division also provides departmental policy coordination and review, and secretarial support for senior management meetings. The director general of this division is the corporate secretary for the Department of National Defence.

♦ Land Doctrine and Operations Branch
Responsible for army future force development, doctrine (material taught), force structuring, operational training and planning, equipment requirements, and scaling of equipment.

♦ Maritime Doctrine and Operations Branch
Responsible for the development of maritime policy and doctrine relating to force structure, capability requirements, equipment requirements, contingency plans, operational employment, resource management, staffing, training standards, and training and employment policy related to the naval reserve.

♦ Military Communications and Electronics Division
Responsible for providing communications and electronics support to National Defence by directing or coordinating all military communications and electronics matters. This includes coordinating communications for exercises and operations, communications security, communications plans and requirements, the management of radio frequencies, coordination of international military communications matters, and electronic warfare.

♦ Military Engineering Operations Division
Acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve Forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The Division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes. In addition, it meets national and international liaison and representational requirements.

♦ Military Plans and Operations Coordination Division
Aligns military (sea, land, and air) operations and plans so that they are mutually supporting and centrally controlled. The Director General, Military Plans and Operations applies a National Defence Headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the Division acts as a focal point for operational training and activity planning by assigning and monitoring operations of the Canadian Forces and coordinating Canadian Forces activities on standardization agreements and equipment requirements for nuclear, chemical, and biological defence operations.

♦ National Search and Rescue Secretariat
The Secretariat is an independent body outside the line authority of the Department that has as its central focus the coordination of the national search and rescue program in Canada.

♦ Office of the Judge Advocate General
The Office provides legal advice to the Department and the Canadian Forces and oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under section 55 of the National Defence Act. The Office also administers and settles damage and injury claims by and against the Department; administers the service estates of all deceased members of the Canadian Forces; and administers the Service Pension Board.

♦ Reserves and Cadets Division
Responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components; operational information; structuring and development; operational training; equipment acquisition; and the implementation of National Defence Headquarters reserve policy. The Division also provides advice on departmental support to cadet programs sponsored by the navy, army, and air cadet leagues.

Directorate of Military History

Executive Secretariat Division

Judge Advocate General

Vice Chief of the Defence Staff

♦ Flight Safety Directorate

Makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This function includes identifying hazardous areas of Canadian Forces air operations and support functions, developing and monitoring the flight safety program, reviewing aircraft occurrences for trend analysis, providing educational information, participating in the development of new aviation resources, conducting flight safety surveys at civil contractor facilities, and exchanging flight safety information with other military and civilian agencies for accident prevention purposes.

♦ General Safety Directorate

Responsible for overall development, coordination, and administration of the Department's general safety program and for advising on general safety accident experience, risk and loss control management, and occupational health policy.

♦ Infrastructure Planning and Coordination Directorate

Responsible for coordinating base planning activities within the Department. It prepares base planning guidelines, monitors the implementation of a base development plan, plans for joint use and occupancy of Canadian Forces bases by civil authorities and foreign military powers, provides advice to other staff agencies on base planning matters, and coordinates civil use of military airfields.

♦ Military Intelligence and Security Branch

Develops policies and plans for the management of National Defence intelligence and security resources, and produces and disseminates timely defence intelligence. It controls the activities of Canadian Forces attachés and advisers, is the point of contact for foreign military attachés and advisers accredited to Canada, and provides security services to the Department.

Information Holdings

Program Records

Assistant Deputy Minister – Communications and Public Affairs

Exhibitions and Displays
Description: Information on Department and Canadian Forces participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day. ***Program Record Number:*** DND ISD 060

Information Services
Description: This class covers aspects of information and public affairs activities. ***Topics:*** Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files. ***Program Record Number:*** DND ISD 065

Military History Document Collections
Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. ***Access:*** Subject and accession number, source, author, or title. ***Program Record Number:*** DND DMH 075

Assistant Deputy Minister – Finance

Automated Data Processing
Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications. ***Program Record Number:*** DND MSD 780

Finance and Accounting
Description: Files on the overall financial administration of the Department. ***Topics:*** Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs. ***Program Record Number:*** DND FSB 765

Integrated Automatic Data Processing System
Description: Information on the system, and files on policy and planning. ***Program Record Number:*** DND MSD 790

Management Information Systems (Design and Analysis)
Description: Automated management information systems. ***Topics:*** Automated data processing – general; Annual Automated Data Processing Report and Plan; the personnel management information system; the

organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems. ***Program Record Number:*** DND MSD 785

Management Services
Description: Information on management consulting services, projects and scales and standards program studies. ***Topics:*** Management consulting services project reports; scales and standards studies; and advisory services. ***Access:*** Fiscal year, file number, title of report, client. ***Program Record Number:*** DND MSD 775

Assistant Deputy Minister – Materiel

Accidents – Explosives
Description: Information on accidents and explosive hazards at the Department of National Defence. ***Topics:*** Accidents – explosives safety; shipboard magazines – explosive hazards; and accident reports. ***Program Record Number:*** DND WEE 695

Ammunition and Explosives
Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. ***Topics:*** Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions. ***Program Record Number:*** DND WEE 700

Applied Research
Description: Information on applied research and technology base activities and projects. ***Topics:*** Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology. ***Program Record Number:*** DND RDB 725

Canadian Forces Mobile Support Equipment Safety Program
Description: Information on the administration of the Canadian Forces mobile support equipment safety program. ***Topics:*** Reports, returns and statistics; and competitions and awards. ***Program Record Number:*** DND TRD 690

Communications – Electronics Systems and Equipment (Engineering and Maintenance)
Description: Correspondence, reports, scaling, and technical information on communications – electronics systems. ***Topics:*** Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors. ***Program Record Number:*** DND WEE 660

Construction Engineering
Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence. ***Topics:*** Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities. ***Program Record Number:*** DND CPB 710

Environmental Protection and Pollution Control
Description: Information on environmental protection and pollution control within the Department of National Defence. ***Topics:*** Air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review. ***Program Record Number:*** DND CPB 715

Equipment and Supplies
Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. ***Topics:*** Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables – Canadian Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores. ***Program Record Number:*** DND SUB 670

Equipment and Supplies (Engineering and Maintenance)
Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces. ***Topics:*** Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. ***Access:*** Subject, equipment name, contract number, catalogue number. ***Program Record Number:*** DND WEE 645

Equipment and Supplies – Military Assistance Program
Description: Information on the military assistance program. ***Topics:*** Policy; general; Turkish T33 aid program; and Portuguese aid program. ***Access:*** By country and subject. ***Program Record Number:*** DND RDP 760

Equipment and Supplies – Research and Development
Description: Research and development information on equipment and supplies requested by the Department. ***Topics:*** Research requirements of the Canadian Forces;

industrial research and development; and bilateral arrangements for research and development with other countries. ***Program Record Number:*** DND RDB 730

Exports and Imports
Description: Information on Department of National Defence export permits. ***Topics:*** Policy; applications for export; intelligence and security implications; and reports of export permits. ***Program Record Number:*** DND RDP 750

Food Services
Description: Information on the provision of food services in the Canadian Forces. ***Topics:*** General; staff visits; and unit returns. ***Program Record Number:*** DND SUB 675

Inventions and Patents
Description: Information on departmental policies on patent administration. ***Topics:*** Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts. ***Program Record Number:*** DND RSD 740

Logistics Operations
Description: Information on logistic contingency plans and procedures and coordination of logistics aspects of operations. ***Topics:*** Logistics operations – national and international, logistic policy and doctrine, and logistic systems evaluation. ***Program Record Number:*** DND RSD 745

Machinery, Vehicles, Engines (Engineering and Maintenance)
Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. ***Topics:*** Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. ***Access:*** Class of main system and type. ***Program Record Number:*** DND WEE 655

Metric System
Description: Information on metric conversion at the Department of National Defence. ***Topics:*** politic; general ***Program Record Number:*** DND RDP 755

Military Clothing and Personal Equipment
Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. ***Topics:*** Flags and pennants; clothing – individual equipment and insignia; outerwear – men's, women's; clothing, special purpose; underwear – men's, women's; footwear – men's, women's; hosiery; and badges and insignia. ***Program Record Number:*** DND WEE 665

National Defence Publications – Production and Distribution
Description: Information on documentation and drawing services (including the design production and management of the Department's publications). ***Program Record Number:*** DND RSD 735

Postal Services
Description: Information on the Canadian Forces postal service. ***Topics:*** Handling of mail; regulations; postal inspections; special arrangements; and financial operations. ***Program Record Number:*** DND TRD 685

Technical Co-operation Program
Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. ***Topics:*** Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences. ***Program Record Number:*** DND RDB 720

Transportation – General
Description: Information on the Department's transportation services. ***Topics:*** Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles. ***Program Record Number:*** DND TRD 680

Weapons and Systems (Engineering and Maintenance)
Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments. ***Topics:*** Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles. ***Program Record Number:*** DND WEE 650

Assistant Deputy Minister – Personnel

Amenities – Canadian Forces
Description: Information on the Canadian Forces amenity programs. ***Topics:*** Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes. ***Program Record Number:*** DND PSB 390

Appointments
Description: Information dealing with military appointments. ***Topics:*** Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honourary. ***Program Record Number:*** DND DOC 430

Badges and Insignia
Description: Information dealing with the badges and insignia of the Canadian Forces. ***Topics:*** Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification. ***Program Record Number:*** DND DOC 410

Bands
Description: Information dealing with bands of the Canadian Forces. ***Topics:*** Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies. ***Program Record Number:*** DND DOC 435

Battle Honours
Description: Information dealing with battle honours. ***Program Record Number:*** DND DOC 415

Canadian Forces Personnel Newsletter
Description: Information on the production, distribution, and subjects in the newsletter. ***Topics:*** Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution. ***Program Record Number:*** DND PCA 615

Canadian Forces Physical Education and Recreation
Description: Information on the Canadian Forces physical education and recreation programs. ***Topics:*** Policy; physical education and recreation – sports; and sports competitions and championships – national and international. ***Program Record Number:*** DND PSB 395

Canadian Human Rights Act
Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence. ***Program Record Number:*** DND PCA 605

Careers
Description: Information dealing with career matters of Canadian Forces personnel. ***Topics:*** Careers, officers; career development program, other ranks; and careers, men. ***Program Record Number:*** DND CSA 520

Ceremonies, Celebrations
Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations. ***Topics:*** Ceremonies and celebrations; centennials; and observance of special days. ***Program Record Number:*** DND DOC 420

Chaplain Services – Protestant
Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. ***Topics:*** Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project. ***Program Record Number:*** DND CGP 470

Chaplain Services – Roman Catholic
Description: Information on church and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. ***Topics:*** Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism. ***Program Record Number:*** DND CRC 485

Chaplain Training – Protestant
Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants. ***Topics:*** Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses. ***Program Record Number:*** DND CGP 475

Chaplain Training – Roman Catholic
Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Forces personnel and their dependants. ***Topics:*** Military training; indoctrination courses; special courses; orientation courses; and reserve officer training. ***Program Record Number:*** DND CRC 480

Civilian Personnel – Employee Training
Description: General guidelines and correspondence files on civilian training within the Canadian Forces. ***Topics:*** Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study. ***Program Record Number:*** DND RET 380

Civilian Personnel Services
Description: Information on the administration of the Department's civilian personnel activities. ***Topics:*** General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower. ***Program Record Number:*** DND CPS 600 .

Classification Revision Program
Description: General correspondence and document files on the classification audit program. ***Topics:*** The revision of classification standards and internal classification studies; the Classification Policy Manual;

monthly classification activity reports; classification of civilian personnel positions in the Canadian Forces Europe; classification grievances; and the classification audit program. ***Program Record Number:*** DND CLD 590

Colours, Flags
Description: Information dealing with colours and flags. ***Topics:*** Flags; pennants; colours; devices; and accessories. ***Program Record Number:*** DND DOC 425

Dental Treatment Services
Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Forces dental services. ***Topics:*** General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing. ***Program Record Number:*** DND DSD 505

Documentation and Records
Description: Information on the requirement for documentation and records for Canadian Forces personnel. ***Topics:*** Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records. ***Access:*** See also banks DND PPE 837 and DND PPE 838 in the Personal Information Index. ***Program Record Number:*** DND PCA 630

Documentation and Records – Medical
Description: Information dealing with medical documentation and records, and their release. ***Topics:*** Medical dental records. ***Access:*** See also bank DND PPE 810 in the Personal Information Index. ***Program Record Number:*** DND SGB 490

Dress Instructions
Description: Information on dress regulations and clothing requirements in the Canadian Forces. ***Topics:*** Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose. ***Program Record Number:*** DND DOC 440

Education of Children of Members of the Canadian Forces
Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. ***Topics:*** Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada). ***Program Record Number:*** DND DEP 465

Employment
Description: Information on the employment of personnel in the Canadian Forces. ***Topics:*** Military employment of personnel resources; and military reserves employment. ***Program Record Number:*** DND MUD 565

Engagement and Re-engagement
Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. ***Topics:*** Policy; extension of service; vested rights; and liability to serve. ***Program Record Number:*** DND CSA 525

Enrolment and Recruiting
Description: Information dealing with enrolment and recruiting within the Canadian Forces. ***Topics:*** Recruiting advertising; enrolment enquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females. ***Program Record Number:*** DND RET 375

Exchanges, Loans and Secondments
Description: Information on the administration of personnel exchanges, loans, and secondments. ***Topics:*** United Nations; Commonwealth nations; allied nations; and other government departments. ***Program Record Number:*** DND MUD 570

Financial Benefits – Pay and Allowances
Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. ***Topics:*** Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants. ***Program Record Number:*** DND CBD 460

Honours and Awards
Description: Information on honours and awards. ***Topics:*** Honours; awards; citations; commendations; medals; and decorations. ***Program Record Number:*** DND DOC 445

Industrial Relations and Compensation
Description: Information on military compensation and benefits in relation to comparable benefits available outside the military. ***Program Record Number:*** DND CBD 455

Language Training
Description: Information on language training in the Department. ***Program Record Number:*** DND OLD 640

Manpower
Description: Information on manpower programming. ***Topics:*** Strength and attrition forecasts – officer training

plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities. ***Program Record Number:*** DND MUD 575

Medical Services
Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. ***Topics:*** Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions – tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation – industrial, pest control; laboratory services; medicine; medicine – aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision. ***Program Record Number:*** DND SGB 495

Medical, Dental and Veterinary Equipment and Supplies
Description: Information on the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. ***Topics:*** Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies – medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment. ***Program Record Number:*** DND SGB 500

National Defence Public Service Communiqué
Description: Information on the production, distribution, and subjects in the Communiqué. ***Topics:*** Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution. ***Program Record Number:*** DND PCA 620

Non-Commissioned Members
Description: Information on ranks and rank structure of the Canadian Forces. ***Topics:*** Ranks, general; ranks, qualifying examinations; and rank structure. ***Program Record Number:*** DND CSA 535

Non-Public Funds – Canadian Forces
Description: Information on Canadian Forces non-public funds. ***Topics:*** Canadian Forces central funds; benevolent – welfare – trust and assistance funds; and public support to non-public funds. ***Program Record Number:*** DND PSB 400

Officer Classification Structure
Description: Information on the officer classification structure. ***Topics:*** Environment (land, sea, and air); revenues; and classification specifications. ***Access:*** Military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 560

Officer Development
Description: Information on officer development, education, training, and commissioning requirements. ***Topics:*** Officer professional development program; the granting of degrees; post commissioning – general; entry and initial training; staff courses – general; and staff college training requirements. ***Program Record Number:*** DND PDB 365

Officer Production
Description: Information on the policies and procedures for the production of officers. ***Topics:*** Regular officer training plan; officer candidate training plan; and the admission of women to military colleges. ***Program Record Number:*** DND PDB 350

Official Languages
Description: Information on the administration of the Department's official language plans. ***Topics:*** Official languages; civilian requirements; military requirements; and departmental official language plan. ***Program Record Number:*** DND OLD 635

Personnel Dental Records
Description: Dental fitness and treatment records. ***Topics:*** Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. ***Access:*** Files arranged by name, rank and social insurance number. See also bank DND PPE 811 in the Personal Information Index. ***Program Record Number:*** DND DSD 510

Personnel Insurance
Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel. ***Topics:*** Hospital and medical; medicare; service income security insurance plan; etc. ***Program Record Number:*** DND CBD 450

Personnel Management Information Systems
Description: Information on the personnel management information systems. ***Topics:*** Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and speciality qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term

personnel information project. ***Program Record Number:*** DND PCA 625

Personnel Selection
Description: Information on personnel selection policies and standards. ***Topics:*** Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards. ***Program Record Number:*** DND PDB 355

Personnel Studies
Description: Studies on personnel development research. ***Topics:*** Various departmental studies on personnel (civilian and military) such as premature release, aircrew – future requirement (1976), and others. ***Program Record Number:*** DND PDB 360

Position Classification
Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings. ***Program Record Number:*** DND CLD 595

Postings
Description: Information on postings and transfers of Canadian Forces personnel. ***Topics:*** Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses. ***Program Record Number:*** DND CSA 515

Promotions
Description: Information on promotions of Canadian Forces personnel. ***Topics:*** Promotions, officers; and promotions, other ranks. ***Program Record Number:*** DND CSA 530

Qualifications
Description: Information on the qualifications of officers and other ranks. ***Topics:*** Qualifications; requirements; officers and other ranks. ***Access:*** military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 580

Releases
Description: Information on releases of Canadian Forces personnel. ***Topics:*** Policy; officers; and other ranks. ***Program Record Number:*** DND CSA 540

Remustering of Tradesmen
Description: Information on the remustering of Canadian Forces personnel. ***Program Record Number:*** DND CSA 545

Retirement
Description: Information on retirement of Canadian Forces personnel. ***Topics:*** Policy; premature retirement; and compulsory retirement. ***Program Record Number:*** DND CSA 550

Service Personnel – Occupational Analysis
Description: Information on miscellaneous aspects of service personnel activities. ***Topics:*** Officers; and other ranks. ***Access:*** Military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 555

Trade Evaluation and Structure
Description: Information on trade evaluation structure and specifications. ***Access:*** Files arranged by military occupation code (MOC) numbers. ***Program Record Number:*** DND MUD 585

Training – General
Description: Information on policy guidelines for coordinating training development activities in the Canadian Forces. ***Topics:*** Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology. ***Program Record Number:*** DND RET 370

Welfare
Description: Information dealing with the Canadian Forces Welfare Program and Services. ***Topics:*** Financial counselling, and social work services. ***Program Record Number:*** DND PSB 405

Assistant Deputy Minister – Policy

Defence Programming
Description: Information on the planning, programming, budgeting, and managing of the defence services program. ***Topics:*** The control and identification of all defence activities. ***Program Record Number:*** DND DPB 125

Establishment and Official Position List
Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian official position list. ***Topics:*** Canadian Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports. ***Program Record Number:*** DND OMD 160

Forecasts of Expenditures
Description: Information on government expenditures and the expenditure management system. ***Topics:*** Forecasts of expenditures for all defence services program activities. ***Program Record Number:*** DND DPB 130

Manpower Standards
Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. ***Topics:*** Manpower standards

and establishment criteria. ***Program Record Number:*** DND OMD 165

NATO
Description: Information on the North Atlantic Treaty Organization. ***Topics:*** NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review. ***Program Record Number:*** DND PPB 145

Operational Research and Analysis
Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. ***Topics:*** Operational research – land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic. ***Program Record Number:*** DND ORA 150

Organization
Description: Information on departmental organization structure and Canadian Forces Organization Orders. ***Topics:*** Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes. ***Program Record Number:*** DND OMD 155

Policy Planning with External Agencies (Canadian and Foreign)
Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. ***Topics:*** Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy. ***Program Record Number:*** DND PPB 140

Strategic Assessment
Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends. ***Program Record Number:*** DND PPB 135

♦ Chief Review Services Branch

Auditing
Description: Correspondence on departmental auditing programs. ***Topics:*** Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews. ***Program Record Number:*** DND FSB 770

Deputy Chief of the Defence Staff

Air Defence
Description: Information on air defence as it applies to North America. ***Topics:*** Movement of aircraft; detection and tracking; and deployment of aircraft. ***Program Record Number:*** DND ADO 230

Air Doctrine and Operations
Description: Information on various modes of employment of air vehicles in both the combat and support role. ***Topics:*** Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development. ***Program Record Number:*** DND ADO 235

Air Regulations – Infractions
Description: Information on security identification zones, air regulations in general, and investigation of infractions. ***Program Record Number:*** DND ADO 240

Air Traffic Control
Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. ***Topics:*** Control of airways; zones; and military flying areas. ***Program Record Number:*** DND ADO 245

Air Training
Description: Information on air training in general. ***Topics:*** Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue. ***Program Record Number:*** DND ADO 290

Air Weapons Safety
Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents. ***Program Record Number:*** DND ADO 250

Appointments – Colonel Commandant
Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Forces. ***Program Record Number:*** DND LDO 220

Appointments – Colonel of the Regiment
Description: Information on the appointment and activities of colonels of the regiment of the Canadian Forces regiments. ***Program Record Number:*** DND LDO 225

Auxiliary Fleet Administration
Description: Correspondence on the administration of the auxiliary fleet. ***Topics:*** General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel. ***Program Record Number:*** DND MDO 170

Cadets
Description: Information on the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges. ***Topics:*** Cadets; and Cadets – Air, Army, Sea. ***Program Record Number:*** DND RCD 340

Canadian Forces Commitments to the United Nations
Description: Canadian Forces commitments to United Nations operations and plans. ***Topics:*** United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force. ***Program Record Number:*** DND MPO 305

Command and Control – Sea
Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea. ***Program Record Number:*** DND MDO 180

Command and Control Systems – Land
Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada. ***Program Record Number:*** DND LDO 205

Communications and Electronics
Description: Information dealing with communications and electronics in the Canadian Forces. ***Topics:*** Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar. ***Program Record Number:*** DND MCE 325

Communications Equipment
Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. ***Topics:*** Communications security equipment and components; and electronic warfare equipment. ***Program Record Number:*** DND MCE 335

Domestic Operational Plans
Description: Current national plans dealing with domestic emergencies of military or civil nature. ***Topics:*** Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning. ***Program Record Number:*** DND MPO 300

Flight Information
Description: Notices to airmen, danger and restricted areas, and annual air facility description. ***Topics:*** International Civil Aeronautical Organization; publications; and aeronautical charts. ***Program Record Number:*** DND ADO 255

Instructional Material
Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine. ***Program Record Number:*** DND LDO 210

Land Environment
Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada. ***Program Record Number:*** DND LDO 215

Land Mines
Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. ***Topics:*** Anti-tank mines; anti-personnel mines; off-route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection. ***Program Record Number:*** DND MEO 315

Mapping and Charting
Description: Information on mapping and charting at the Department of National Defence. ***Topics:*** Requirements; formal agreements; operational developments; and requests and issues. ***Program Record Number:*** DND MEO 310

Maritime Collisions
Description: Correspondence and reports on collisions at sea. ***Topics:*** Groundings; berthing incidents; and mishaps. ***Program Record Number:*** DND MDO 175

Maritime Defence
Description: Correspondence on maritime defence. ***Topics:*** Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping. ***Program Record Number:*** DND MDO 185

Maritime Operations
Description: Correspondence on maritime operations. ***Topics:*** Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries – fisheries patrols. ***Program Record Number:*** DND MDO 190

Maritime Operations – Contingency
Description: Correspondence on maritime contingency operations. ***Topics:*** Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization. ***Program Record Number:*** DND MDO 195

Meteorology
Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. ***Topics:*** Communications; publications; secondment of personnel; forecasting; and observing. ***Program Record Number:*** DND ADO 260

Military Engineering Training
Description: Information on military engineering training in the Canadian Forces. ***Topics:*** General; officers;

civilians; field engineers; structures; mechanical; and fire prevention. ***Program Record Number:*** DND MEO 320

Nuclear Weapons
Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. ***Topics:*** Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements. ***Program Record Number:*** DND ADO 265

Nuclear, Biological and Chemical Defence
Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces. ***Topics:*** Equipment; and nuclear, biological and chemical training. ***Program Record Number:*** DND MPO 295

Operational Equipment Requirements – Air
Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. ***Topics:*** Tactical requirement; ground support; and training requirement. ***Program Record Number:*** DND ADO 285

Organization (Army)
Description: Information on development of force structure and unit establishments. ***Topics:*** Units and formations. ***Program Record Number:*** DND LDO 200

Overflights
Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries. ***Program Record Number:*** DND ADO 270

Reserves
Description: Information on the administration, training, doctrine for employment, operation, structure and development, and equipment acquisition for the Reserves. ***Topics:*** Reserves general administration; policy; and equipment policy for the Reserves. ***Program Record Number:*** DND RCD 345

Search and Rescue
Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence. ***Topics:*** Aircraft; marine; missing persons; and mercy flights. ***Program Record Number:*** DND ADO 275

Training and Employment
Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. ***Topics:*** Communications training, including security; electronic warfare; communications officer training and employment; and employment of communications personnel. ***Program Record Number:*** DND MCE 330

Warfare – Anti-submarine
Description: Information on systems and techniques employed in anti-submarine warfare. ***Topics:*** Detection systems; and sound surveillance. ***Program Record Number:*** DND ADO 280

Directorate of Military History

Historical Matters
Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. ***Topics:*** Land environment; air environment; and sea environment. ***Program Record Number:*** DND DMH 070

Executive Secretariat Division

Incentive Award Plan
Description: Information on the administration of the Department's incentive award plan. ***Topics:*** Suggestion, merit, long service, and outstanding achievement award programs. ***Program Record Number:*** DND ESD 045

Office Services Administration
Description: Information on administrative services. ***Topics:*** Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking. ***Program Record Number:*** DND ESD 055

Regulations and Orders
Description: Information on regulations and orders in the Department. ***Topics:*** Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders. ***Program Record Number:*** DND ESD 050

Judge Advocate General

Accidents – Mobile Equipment
Description: Information on Department mobile equipment accidents involving possible liabilities by or for the Crown. ***Topics:*** File on each accident. ***Access:*** By subject and motor vehicle number. ***Program Record Number:*** DND JAG 005

Claims
Description: Information dealing with the administration of a claims section and with claims by and against the Crown. ***Topics:*** Claims – general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. ***Program Record Number:*** DND JAG 010

Discipline – Courts Martial
Description: Information on the administration of Department of National Defence Courts Martial. ***Program Record Number:*** DND JAG 035

Legal Matters
Description: Information on settlements pertaining to legal matters. ***Topics:*** General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel – drivers of Department vehicles outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General. ***Program Record Number:*** DND JAG 015

Legislation
Description: Information on legislation and legislative acts related to the Department. ***Topics:*** Legislative acts; and Canadian Forces Superannuation Act. ***Program Record Number:*** DND JAG 020

Municipal Taxes and Charges
Description: Information on the administration of Department of National Defence municipal taxes and charges. ***Topics:*** General correspondence on municipal taxes and charges. ***Program Record Number:*** DND JAG 040

Politics
Description: Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors. ***Program Record Number:*** DND JAG 025

Treaties, Pacts and Agreements
Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements. ***Topics:*** Treaties, pacts, agreements. ***Program Record Number:*** DND JAG 030

Vice Chief of the Defence Staff

Accident Prevention and Safety
Description: Information dealing with the administration of the Department's general safety program. ***Topics:*** Standards and precautions; and occupational health and safety. ***Program Record Number:*** DND GSD 100

Accident Prevention Training
Description: Information on the administration of the Department's general safety training program. ***Topics:*** Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel. ***Program Record Number:*** DND GSD 110

Aircraft Accidents
Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. ***Topics:*** Aircraft accidents – general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada coordination; and salvage and wreckage recovery. ***Program Record Number:*** DND FSD 090

Aircraft Flight Safety
Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. ***Topics:*** Statistics; industrial flight safety surveys; and bird hazards. ***Program Record Number:*** DND FSD 095

Base Planning
Description: Information on base planning and development. ***Topics:*** Base closures; base consolidations; and base openings. ***Program Record Number:*** DND IPC 115

Intelligence
Description: Information dealing with intelligence information for the use of the Department. ***Topics:*** Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses. ***Program Record Number:*** DND MIS 080

Privacy Act
Description: Information on the Privacy Act with respect to present and former military personnel or civilian employees of the Department of National Defence. ***Topics:*** Privacy Act – policy; information banks; statistical returns; complaints and investigations; and enquiries. ***Program Record Number:*** DND PCA 610

Request for use of National Defence Facilities
Description: Information on the civil use of Department of National Defence aerodromes. ***Topics:*** Requests; authorization; and coordination. ***Program Record Number:*** DND IPC 120

Safety Standards
Description: Information on general safety standards and precautions. ***Program Record Number:*** DND GSD 105

Security
Description: Information on security, education, and information within the Canadian Forces. ***Topics:*** Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence. ***Program Record Number:*** DND MIS 085

Canadian Forces Exchange System (CANEX)
Description: Information on the Canadian Forces Exchange System. ***Topics:*** Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support. ***Program Record Number:*** DND PSB 385

Personal Information Banks

Accidents - Mobile Support Equipment
Description: This bank contains liability data and settlements. ***Class of Individuals:*** This bank applies to: members of the CF, civilian employees of DND, and the general public. ***Purpose:*** The purpose of this bank is to document claims by or against the Crown as the result of motor vehicle traffic accidents involving National Defence vehicles. ***Retention and Disposal Standards:*** Records are: retained for six calendar years from when the file is closed, transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: CF Registration number of National Defence vehicle, date of accident, full name, and the date the claim was settled. ***PAC Number:*** 69-014 ***Related to PR#:*** DND JAG 005 ***TBS Registration:*** 000162 ***Bank Number:*** DND PPU 005

Canadian Human Rights Act - Discrimination
Description: This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act - Part III. Records in this bank contain: details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, case analyses, and conciliation reports and judicial processes. ***Class of Individuals:*** This bank applies to: members of the CF, civilian employees of DND, and the general public. ***Purpose:*** The purpose of this bank is to: compile statistical data, process complaints to determine liability. ***Consistent Uses:*** Where applicable, the information may be used in the review and amendment of departmental policies and practices. ***Retention and Disposal Standards:*** Records are retained for five years after last administrative action. Records are then destroyed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name, the documented reasons for the complaint, and year of complaint. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PCA 605 ***TBS Registration:*** 000168 ***Bank Number:*** DND PPU 035

Claims - Bodily Injuries other than those arising out of accidents involving National Defence vehicles
Description: This bank contains the: names, and addresses, nature of claim, medical records, and opinions, etc. of individuals who have registered claims for bodily injury. ***Class of Individuals:*** This bank applies to: members of the CF, civilian employees of DND, and the general public. ***Purpose:*** The purpose of this bank is to document settlements pertaining to claims by or against the Crown for bodily injuries other than those arising out of accidents involving National Defence vehicles. ***Retention and Disposal Standards:*** Records are: retained for six calendar years from the time the file was closed, and transferred to National Personnel Record Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name, and year of claim. ***PAC Number:*** 69-014 ***Related to PR#:*** DND JAG 010 ***TBS Registration:*** 000164 ***Bank Number:*** DND PPU 015

Claims - NATO Forces in Canada
Description: This bank contains: information on type of claim, and settlement transactions, for individuals who register claims for property damages and injuries, and names and addresses. ***Class of Individuals:*** This bank applies to: military personnel of NATO countries, civilian employees of DND, and the general public. ***Purpose:*** The purpose of this bank is to document claims against the Crown arising out of incidents involving forces of North Atlantic Treaty Organization countries in Canada. ***Retention and Disposal Standards:*** Records are: retained for six calendar years after the file is closed, and transferred to National Personnel Records Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name, place, and year of claim. ***PAC Number:*** 69-014 ***Related to PR#:*** DND JAG 010 ***TBS Registration:*** 000165 ***Bank Number:*** DND PPU 020

Claims - Property Damage
Description: This bank contains: addresses, information on type of claim, and settlement transactions, etc. for individuals who register claims. ***Class of Individuals:*** This bank applies to: members of the CF, civilian employees of DND, and the general public. ***Purpose:*** The purpose of this bank is to document settlements of claims by and against the Crown that concern property damage. ***Retention and Disposal Standards:*** Records are: retained for six calendar years from when the file is closed, and transferred to National Personnel Records

Centre, National Archives of Canada, where they are placed in data bank PAC PCE 716. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name, and year of claim. ***PAC Number:*** 69-014 ***Related to PR#:*** DND JAG 010 ***TBS Registration:*** 000163 ***Bank Number:*** DND PPU 010

Communications Security Establishment Foreign Intelligence Files

Description: This bank contains personal information relating to sensitive aspects of Canada's international relations, security and defence. Exemption This bank is designated by the Governor-in-Council as an exempt bank pursuant to section 18(1) and based on section 21 of the Privacy Act. ***Class of Individuals:*** This bank applies to the general public. ***Purpose:*** The purpose of this bank is to advise the government regarding international affairs, security and defence. ***Retention and Disposal Standards:*** Information in this bank may be held indefinitely. This bank cannot be accessed. ***Related to PR#:*** DND MIS 080 ***TBS Registration:*** 002052 ***Bank Number:*** DND PPU 040

Enrolment Bank - Applicants

Description: This bank contains all enrolment applications and documentation; and may contain photocopies of personal documents, including: citizenship certificates, birth certificates, educational transcripts, curriculum vitae, and records of decisions of acceptance or rejection. ***Class of Individuals:*** This bank applies to applicants for enrolment in the CF. ***Purpose:*** The purpose of this bank is to maintain records, for administrative and statistical purposes, of persons applying for service careers. ***Retention and Disposal Standards:*** Aircrew results Aptitude test results and Aircrew selection test results may be held temporarily in this bank; however these should be accessed through information bank DND/PPE 815. Crew results Test results and CREW survey statistics are provided to data bank DND PPE 815 and documentation relating to successful applicants is transferred to the appropriate Particular Employee (PE) bank on enrolment. Collection of SIN Social Insurance Numbers are collected and transferred to the Director Pay Services pursuant to the Income Tax Act and Canada Pension Plan Act. Unsuccessful applicants Records relating to unsuccessful applicants are destroyed after three calendar years. Records are accessible by providing: full name, identification number - either applicant number or service number (if unknown, home address at time of application and date of birth are required), the geographical location of the Recruiting Centre, and the year of the application. ***PAC Number:*** 69-014 ***Related to PR#:*** DND RET 375 ***TBS Registration:*** 000166 ***Bank Number:*** DND PPU 025

National Search and Rescue Program Management Information System

Description: This bank consists of a body of machine-readable information obtained from various sources and concerning incidents that have occurred within Canada's area of responsibility since 1983, including: air, marine and ground search and rescue incidents, and medical evacuations and civil aid requests. ***Class of Individuals:*** This bank applies to members of the general public who were the objects of a search and/or rescue. ***Purpose:*** The purpose of the NSP MIS is to: provide information required in the management of the National Search and Program. ***Consistent Uses:*** Data may be linked to other databases such as the DOT vessel and the aircraft registration data banks for data analysis. Data is used for administrative and statistical purposes. Identified sources of information include the: SARSTATS (1983-1987 DND), Aviation Safety Information System (ASIS 1988-91, Transportation Safety Board), Marine Casualty Information System (MCIS 1988-91, Transportation Safety Board), Occurrence Tracking Information System (OTIS Parks Canada, Canadian Heritage), Police Information Retrieval System (PIRS Royal Canadian Mounted Police, Solicitor General), Search and Rescue Information System (SARIS 1988-91, National Search and Rescue Secretariat), Ground Search and rescue Information System (SARIS 1999- ,National Search and Rescue Secretariat), Search and Rescue Information System (SISAR Canadian Coast Guard, 1992-1997 Department of Fisheries and Oceans). The NSP MIS may include the: addresses, age, license numbers and qualifications of individuals involved in search and rescue incidents, names, sex, and vehicle ownership information. It may also include information such as: the conclusions drawn from the investigation of incidents, and certain operational information relating to each incident. ***Retention and Disposal Standards:*** Data are retained indefinitely at the National Search and Rescue Secretariat, Ottawa. Records are accessible by providing specific identifiers, such as: address, class of incident namely: air, marine, civil aid, medical evacuation, ground, humanitarian date of incident, location, name, sex, vessel name, and/or aircraft tail number. ***PAC Number:*** 69-014 ***Related to PR#:*** DND ADO 275 ***TBS Registration:*** 003886 ***Bank Number:*** DND PPU 050

Public misconduct complaints against military police members

Description: This bank contains professional standards investigations and personal information on individuals who have been involved in complaints against or by the Military Police or its members. These investigation reports include: the actual complaint, the identity of the complainant, and of the Military Police member, all statements obtained, documentary exhibits, photographs, investigator notes, and investigative findings. These investigation reports will be cross-reference to the appropriate Military Police Investigation Case File, if applicable. ***Class of Individuals:*** This bank applies to: members of the CF, civilian employees of DND, and the

general public. ***Purpose:*** The purpose of this bank is to document public complaints made against or by members of the Military Police. ***Consistent Uses:*** The Deputy Provost Marshal Professional Standards and the Military Police Complaints Commission may use the information respectively to investigate complaints against the Military Police or its members. Information in this bank is also used for: research, planning, evaluation, press releases, and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: date of birth, date and location of complaint, full name and initials, full civic address, and service number or civilian (PRI) number. ***PAC Number:*** 69-014 ***Related to PR#:*** DND MIS 085 ***TBS Registration:*** 004176 ***Bank Number:*** DND PPU 070

Privacy Act

Description: Records in the bank consist of: access request and correction request forms submitted by individuals wishing access to and correction or notation of their files, the responses to such requests, and information related to their processing. ***Class of Individuals:*** This bank applies to: members of the CF, civilian employees of DND, and the general public. ***Purpose:*** The purpose of this bank is to: provide a complete record of request activity pertaining to the Privacy Act, and, report on the number of requests received annually. ***Retention and Disposal Standards:*** Files are destroyed after two calendar years. Records are accessible by providing: full name, Personal Information Bank number, and year of request. ***PAC Number:*** 69-014 ***Related to PR#:*** DND PCA 610 ***TBS Registration:*** 000167 ***Bank Number:*** DND PPU 030

Security Intelligence Records

Description: This bank contains information on individuals and organizations whose activities may: have been suspected, on reasonable grounds, of constituting a threat to DND personnel, information or material, at home or abroad. Such activities include: espionage, sabotage, subversion, and terrorism. be detrimental to the interests of Canada and may result in a request to DND for Aid of the Civil Power. The following individual information is held: age, case file serial number, citizenship and/or nationality, country of birth, marital status, name, address and/or telephone number, sex, and service number (1994). ***Class of Individuals:*** This bank applies to individuals suspected of, or involved, in: espionage, sabotage, subversion, and terrorist activities in Canada and abroad that may have DND security implications. ***Purpose:*** The purpose of this bank is to: assess the threat posed to DND security by organizations or individuals engaged in: espionage, sabotage, subversions, or terrorism; brief departmental authorities on situations that may result in a request for aid of the Civil Power, develop policy and provide advice in relation to provisions of the National Defence Act, Queen's Regulations and Orders, Official Secrets Act and the Criminal Code of Canada regarding activities by individuals or groups that constitute a threat to DND personnel, information or material; and formulate plans or other measures to counter, or respond to, threats to the security of this department during periods of peace and war. ***Consistent Uses:*** Information may be disclosed to the: Canadian Security Intelligence Service (CSIS) for use in the investigation or assessment of the threat to Canada as defined in section 2 of the CSIS Act; Attorney General of Canada and the appropriate police officials for the investigation or prosecution of an alleged contravention of the law; and Security Intelligence Review Committee. ***Retention and Disposal Standards:*** The records in this bank are destroyed after fifty calendar years, however, they may be retained for a longer period if deemed to have archival value or to be of historical value to the Department of National Defence. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: dates, organizations, events and geographical areas or locations, name, and initials and service number. ***Related to PR#:*** DND MIS 085 ***TBS Registration:*** 001968 ***Bank Number:*** DND PPU 060

Staffing Program

Description: This data bank contains records, commencing in 1989, relating to applicants for trades with Fleet Maintenance Facility Cape Scott (formerly known as Ship Repair Unit (A)). The bank consists of information taken from PSC 3000 (Application for Employment), and contains: applications, screening information, staffing board results, supporting documents, and trade tests results. ***Class of Individuals:*** This bank applies to applicants for employment with the Public Service in the Ship Repair trades in Halifax. ***Purpose:*** This bank exists in accordance with the Public Service Employment Regulations to provide for the maintenance of an inventory of applicants who applied for employment in the Public Service of Canada in the Fleet Maintenance Facility - Cape Scott, Maritime Forces Atlantic, Halifax, Nova Scotia. ***Consistent Uses:*** To identify candidates suitable for referral and appointments to positions in the ship repair trades at Fleet Maintenance Facility Cape Scott (Formerly known as the Ship Repair Unit (Atlantic)), to maintain an inventory of applicants who have applied for employment with the Public Service of Canada in the ship repair trades on Halifax, and to retrieve statistics related to the inventory and staff competitions. ***Retention and Disposal Standards:*** Records have been maintained since 1989 and are destroyed by shredding: 1)immediately following requested removal from the

inventory, or 2) if file/application is not updated annually. Records are accessible by providing specific identifiers, such as; name, trade inventory and SIN. ***PAC Number:*** 69-014 ***TBS Registration:*** 002764 ***Bank Number:*** DND PPU 065

Manuals

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

The bilingual publication entitled Defence Canada is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and to highlight departmental activities during the preceding year.

- Administration and Operation of Physical Education and Recreation Programs Manual
- Administrative and Staff Procedures (Volume 5)
- Army Ammunition Staff Tables
- Army Doctrine Manuals
- Army Field Force Equipment Tables
- Army Field Scales Manual
- Army Future Force Development Manual
- Army Logistics Guide
- Automated Data Processing Policies and Procedures Manual
- Canadian Forces Administrative Orders
- Canadian Forces Catalogue of Dental Supplies
- Canadian Forces Catalogue of Materiel
- Canadian Forces Construction Engineering Manual
- Canadian Forces Dental Orders
- Canadian Forces Dress Manual
- Canadian Forces Health Manual
- Canadian Forces Laboratory Manual
- Canadian Forces Manual of Officers' Classification Structure
- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Medical Orders
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Canadian Forces Mess Administration Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Postal Services Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Chaplain Handbook (RC)
- Chaplain's Handbook
- Civilian Personnel Administrative Orders
- Construction Engineering Technical Orders
- Contemporary Hymn Book
- Cost Factors Manual
- Current National Operational Defence Plans
- Defence Program Management Systems Guidance Manual
- Department of National Defence Administrative and Staff Procedures Manual
- DND General Safety Precautions Manual
- DND General Safety Program Manual
- DND General Safety Standards Manual
- DND Manual of Internal Audit
- Drivers' Regulations Manual
- Engineers in Battle Manual
- Environmental Standards for Canadian Forces Medical Services
- Financial Administration Manual
- Flight Safety for the Canadian Forces Manual
- Helicopter Operating Instructions (Army)
- Land Forces Combat Development Committee – Study on Combat Communications (1986-1995) Manual
- Life Cycle Management System Guidance Manual
- Maintainability – Equipment Maintainability Requirements (Land) Manual
- Management of the Radio Frequency Spectrum Manual
- Manager's Classification Handbook
- Manual for the Identification of Language Requirements of Military Positions
- Manual of Department of National Defence Quality Assurance Management
- Manual of Management Consulting Services
- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks
- Manual of Preventive Dentistry
- Manual of Recruiting
- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- Maritime Commander's Operational Planning Guidance Manual
- Maritime Force Development Guide Manual
- Maritime Strategy Study (1970-2000) Manual Land Doctrine and Operations
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

- Medical Standards for the Canadian Forces Manual
- Military Terminology – Part one: Military Lexicon; Part two: Military Glossary
- National Defence Frequency List Manual
- National Defence Headquarters Organization Book
- Nuclear, Biological and Chemical Training Manuals
- Occurrence Investigation Techniques Manual
- Official Languages Plan (Civilian)
- Official Languages Plan (Military)
- Official Position List
- Organization and Establishment Manuals
- Packaging and Preservation Manual
- Personnel Management Information System Manual
- Personnel Selection Services Manual
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Processing of Invoices Manual
- Provision of Services to Non-Defence Agencies Manual
- Queen's Regulations and Orders for the Canadian Cadets Organizations
- Queen's Regulations and Orders for the Canadian Forces
- Research and Development Manual
- Search and Rescue Orders and Procedures Manual
- Security Orders for the Canadian Forces Manual
- Snow and Ice Control Manual
- Supply Instructions Manual
- Supply Policy Manual
- The Transportation of Explosives and Other Dangerous Materials by Military Aircraft Manual
- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve Personnel Development
- Transportation Manual
- Unit Identification Code Manual
- Volume I – Concept and Policy
- Volume II – Establishment Policy and Procedures
- Volume III – Establishment Criteria
- Warehousing Manual
- Working Resources Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Director General – Information, Liaison and Operations (DIS 3-2)
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A OK2

(613) 996-2353/2354

Reading Room

A section of the Department's library at National Defence Headquarters has been designated under the Access to Information Act as a public reading room. Its address is:

101 Colonel By Drive
Ottawa, Ontario.

Because of the security classification and the necessity to continually amend an unusually wide range of technical and training manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it was found impractical to put all 90,000 publications on display. However, a complete list of its holdings is available in AIA Reading Room and the Department may, on request, provide for viewing a copy of existing manuals relating to a articular subject or activity, provided the material is releasable and sufficient time is allowed to retrieve the publication from the depot.

National Energy Board
Chapter 84

General Information

Background
The National Energy Board (NEB) was created by the National Energy Board Act of 1959.

Responsibilities
The Board's principal responsibilities under the National Energy Board Act are; regulate specific matters concerning oil, gas and electricity in the public interest (granting authorizations for the export of oil, natural gas, electricity and the construction of international and interprovincial pipelines and designated international power lines; setting of tolls and tariffs on pipelines under NEB jurisdiction); responsibilities under the Canada Oil and Gas Operations Act and certain provisions of the Canada Petroleum Resources Act now encompass the regulation of exploration for and the development and production of oil and gas on Frontier Lands in a manner that promotes safety of the worker, protection of the environment, and conservation of hydrocarbon resources;and to advise the Government on the development and use of energy resources (keeping under review the Canadian supply of all major energy commodities and the demand for Canadian energy in Canada and in export markets).

Legislation
- Energy Administration Act, Part I Regulations (sections 13 and 18), C.R.C. 1978, Vol. XIII, chapter 1260, p. 10191
- Energy Administration Act, Part III Regulations (sections 62 and 64), C.R.C. 1978, Vol. XIII, chapter 1261, p. 10195
- Energy Administration Act, Parts I, 1.1 and III, 1980-81-82-83, chapter 114
- Gas Pipeline Uniform Accounting Regulations, C.R.C. 1978, Vol. XI, chapter 1053, p. 8499
- International Power Line Regulations, C.R.C. 1978, Vol XI,chapter 1054, p. 8595
- National Energy Board Act, R.S.C. 1985, chapter N-7
- National Energy Board Cost Recovery Regulations
- National Energy Board Order No. MO-62-69, C.R.C. 1978, Vol. XI, chapter 1055, p. 8597
- National Energy Board Part VI Regulations (sections 85 and 87), C.R.C. 1978, Vol XI, chapter 1056, p. 8599
- National Energy Board Rules of Practice and Procedures (section 7), C.R.C. 1978, Vol XI, chapter 1057, p. 8619
- National Energy Board Substituted Service Regulations
- Northern Pipeline Act, 1977-78, chapter 20
- Oil Pipeline Uniform Accounting Regulations, C.R.C. 1978, Vol. XI,chapter 1058, p. 8635
- Oil Products Designation Regulations
- Onshore Pipeline Regulations
- Pipeline Arbitration Committee Procedure Rules, 1986
- Pipeline Crossing Regulations, Part I
- Pipeline Crossing Regulations, Part II
- Pipelines Companies Records Preservation Regulations, C.R.C. 1978, Vol. XI, chapter 1059, p. 8705
- Proclamation Extending the Application of Part VI of the Act to Oil, May 7, 1970
- Toll Information Regulations

Organization

♦ EXECUTIVE OFFICE

Chief Operating Officer
The Chief Operating Officer is the Board's senior staff member. His responsibilities include the overall management of the Board, the acquisition and allocation of human and financial resources, the efficiency of Board activities and operations, leads the Board's Executive Team, and provides advice on matters deemed appropriate by the Chairman.

Office of the Secretary
The Office of the Secretary receives all applications and submissions and co-ordinates their consideration by the Board. It advises on the scheduling of hearings, and makes all administrative arrangements for public hearings in Calgary and across Canada. It also administers the Access to Information Act and Privacy Act.

Legal Services
Legal Services provides legal advice to the Board on all matters relating to the Board's powers and responsibilities, acts as Counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme Courts of Canada.

♦ BUSINESS UNITS

Applications
The Unit assesses and processes applications for oil, gas and petroleum product pipeline transmission, and oil and natural gas exports from the time of an application's receipt through to the Board's decision. It is also responsible for financial surveillance and financial audits of companies under the Board's jurisdiction. It provides

expertise in the areas of economics, engineering, environment and financial regulation.

Commodities
The Unit develops guidelines and regulations relating to Part VI of the National Energy Board Act. It is also responsible for reserves assessments, supply projections, market studies, maintenance of economic energy models, inter-commodity regulatory advice, industry monitoring, liaison with governments, industry and energy associations, and advice and information on natural gas, oil and related commodities, and electricity. As well, the unit assesses and processes applications for electricity exports and international and interprovincial electric power lines.

Corporate Services
The Unit manages the Board's human and financial resources. Its responsibilities include corporate policy and planning activities, material and facilities management, staffing, training, pay and benefits, procurement, inventory control, physical security, and union/management activities.

Information Management
The Unit provides expert advice on the treatment of information as a strategic resource. It is accountable for information production, exchange and storage at the Board. Its responsibilities include internal and external communications, library services, corporate records management, mail services, access to information, regulatory and hearing services, document production services, Board-wide computer services and the Electronic Regulatory Filing initiative.

Operations
The Unit is responsible for health, safety and environmental monitoring and enforcement, accident investigation, and emergency response. The unit develops guidelines and regulations related to the National Energy Board Act, the Canada Oil and Gas Operations Act, and the Canada Petroleum Resources Act. Its Frontier responsibilities involve regulation of geophysical and geological programs, information management, resource assessments, environmental aspects of applications, inspection, accident investigation, and advice to Indian and Northern Affairs Canada. The unit also provides engineering services to the Northern Pipeline Agency.

Information Holdings

Program Records

Accounting and Auditing
Description: Audit reports and correspondence of companies under the Board's jurisdiction. ***Topics:*** Annual reports. ***Access:*** Files arranged by subject and company. ***Program Record Number:*** NEB FRB 010

Allocation of Oil
Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency. ***Program Record Number:*** NEB GAO 195

Associations and Committees on Electric Power
Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. Note: Some files have been transferred to the Historical Branch of the National Archives of Canada. ***Topics:*** Reports on, and agendas of, meetings and conferences; associations; power and transmission companies. ***Program Record Number:*** NEB EPB 170

Associations, Committees and Conferences on Energy Supply
Description: Information on applications and supporting documents for hearings held on the energy supply. Note: Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library. ***Topics:*** Supply data originating from energy supply and demand hearings. ***Access:*** Files arranged by year and company. ***Program Record Number:*** NEB ESB 280

Canadian Content in Energy Projects
Description: Information on Canadian content and industrial benefits of energy projects. ***Topics:*** Studies; specific applications. ***Access:*** Files arranged by application. ***Program Record Number:*** NEB ECB 255

Canadian Electric Power Projects
Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. ***Topics:*** Electric power projects and studies – Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation – power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. ***Access:*** Files arranged by project or study. ***Program Record Number:*** NEB EPB 155

Certificates, Licences and Orders
Description: Originals of all certificates, licences and orders issued by the Board. Note: See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation). ***Topics:*** Certificates of Public Convenience and Necessity – oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders. ***Program Record Number:*** NEB OOS 095

Coal
Description: Published material and correspondence on coal. ***Topics:*** Forecasts; coal-gasification, liquefaction, reserves. ***Program Record Number:*** NEB ESB 320

Construction of International Electrical Power Lines
Description: Applications for certificates and supporting documents to construct or modify existing power lines. ***Topics:*** Policy; environmental guidelines; interventions filed by interested parties. ***Access:*** Files arranged by power company. ***Program Record Number:*** NEB EPB 160

Crude Oil Movements by Pipeline
Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. ***Topics:*** Pipeline capability – pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude, prior to June 1985. ***Program Record Number:*** NEB GAO 205

Crude Oil Statistics on Refinery Production
Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. Note: Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies. ***Topics:*** Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. ***Access:*** Files arranged by company. ***Storage Medium:*** Storage Computer disc or tapes. ***Program Record Number:*** NEB GAO 230

Economic Benefits of Proposed Energy Projects
Description: Analyses of the economic viability of, and benefits from, projects. ***Topics:*** Viability analyses; cost-benefit – committees, studies, specific applications; licences, orders and exports. ***Access:*** Files arranged by application. ***Program Record Number:*** NEB ECB 260

Economic Considerations in Setting Pipeline Tolls
Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. ***Topics:*** Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. ***Access:*** Files arranged by subject and company. ***Program Record Number:*** NEB ECB 270

Electric Power Failures
Description: Information on selected electric power interruptions. ***Topics:*** Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965. ***Program Record Number:*** NEB EPB 175

Energy Cost and Pricing
Description: Correspondence on costs and pricing of energy. ***Topics:*** Cost data; profitability data and studies; royalties. ***Program Record Number:*** NEB ESB 315

Energy Supply and Demand Statistics
Description: Information on energy supply and demand and related data for all energy commodities. ***Topics:*** Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. ***Access:*** Files arranged by subject and committee. ***Program Record Number:*** NEB ECB 250

Energy Supply, Surpluses and Reserves
Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses. ***Topics:*** Energy supply; renewable energy; reserves and surpluses – particular applicants; licences, orders and exports. ***Access:*** Files arranged by subject. ***Program Record Number:*** NEB ESB 275

Enquiry Hearings on the Canadian Oil Supply and Requirements
Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. ***Topics:*** Public hearings – Canadian oil supply requirements; submissions by companies on reserves and demand. ***Access:*** Files arranged by year of public hearing. ***Program Record Number:*** NEB GAO 220

Environmental Aspects of Energy Development
Description: Correspondence on oil, gas and electric power development. ***Topics:*** Arctic hydrocarbon transportation systems; northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews – Federal Environmental Assessment and Review Office (FEARO). ***Access:*** Files arranged by committee, project. ***Program Record Number:*** NEB ERW 030

Environmental Assessment, Surveillance and Monitoring
Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports. Note: Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library. ***Topics:*** Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance. ***Access:*** Files arranged by company and location of pipeline. ***Program Record Number:*** NEB ERW 055

Environmental Associations and Committees
Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies. ***Topics:*** Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters. ***Access:*** Files arranged by association, committee, conference and pipeline company. ***Program Record Number:*** NEB ERW 050

Environmental Implications of Oil and Gas Pipeline Operations
Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities. ***Topics:*** Right-of-way conditions, gas plant emissions, tank farms, loading facilities, PCB and hazardous waste storage and disposal, etc. ***Program Record Number:*** NEB ERW 035

Environmental Incidents or Emergencies
Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment. ***Topics:*** Leaks, breaks, spillage, environmental impact, clean-up, restoration. ***Access:*** Files arranged chronologically by incident and by pipeline company. ***Program Record Number:*** NEB ERW 045

Exchange Agreements on Crude Oil
Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence before June 1985. ***Topics:*** Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. ***Access:*** Files arranged by Canadian and United States oil companies. ***Program Record Number:*** NEB GAO 225

Exploration and Development
Description: Information on exploration for and development of hydrocarbon resources in Canada. ***Topics:*** Oil and gas discoveries and development – Western Canada and northern and offshore areas; petroleum industry activity. ***Program Record Number:*** NEB ESB 325

Export Charge for Crude Oil and Oil Products
Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. ***Topics:*** Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. ***Access:*** Files arranged by subject and company. ***Program Record Number:*** NEB GAO 210

Export Control of Crude Oil, Condensates and Products
Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products. ***Topics:*** Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; reports on export of crude oil and petroleum products since deregulation; proceedings of Export Panel. ***Access:*** Files arranged by company. ***Program Record Number:*** NEB GAO 215

Export Control of Gas Products
Description: Information on licences, orders and applications for the export of gas products; ***Topics:*** Policy; instructions to the applicants; forms of licences and orders; proceedings of the Gas Panel; applications for licences and orders; monitoring of export volumes and aggregated prices. ***Access:*** Files arranged by subject and applicant company. ***Program Record Number:*** NEB GAO 140

Financial Reports
Description: Financial information on the oil and gas pipeline companies under the Board's jurisdiction; quarterly and annual financial reports. ***Program Record Number:*** NEB FRB 025

Gas and Oil Storage
Description: Published material and correspondence on oil and gas storage projects. ***Topics:*** Province of Ontario; Home Oil Company – Strait of Canso Storage Project. ***Access:*** Files arranged by province and company. ***Program Record Number:*** NEB ESB 330

Gas Processing and By-Products
Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. ***Topics:*** Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas. ***Program Record Number:*** NEB ESB 295

Import and Export Gas Licences and Orders
Description: Applications and related correspondence for a licence to export or import natural gas or liquefied natural gas; interventions submitted by interested parties. ***Topics:*** Emergency orders to export natural gas and liquefied natural gas; licences and orders to export and import natural gas, liquefied natural gas and gas products; interventions; combined hearings (two or more companies applying jointly for a licence). ***Access:*** Files arranged by subject, company and year of application. ***Program Record Number:*** NEB GAO 135

Inspection of Meters
Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines. ***Access:*** Files arranged by power line certificate holder. ***Program Record Number:*** NEB EPB 165

Inspection of Meters
Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international pipelines. ***Access:*** Files arranged by meter station. ***Program Record Number:*** NEB PEO 081

Lands and Routing
Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines. ***Topics:*** Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines. ***Access:*** Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company. ***Program Record Number:*** NEB ERW 040

Legal Cases
Description: Decisions rendered by the courts that may affect the work of the Board. ***Topics:*** Administrative tribunals; American law; Bill of Rights; combines; Pipeline Act. ***Program Record Number:*** NEB LAW 120

Legal Opinions
Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board. ***Topics:*** Duties and powers of the Board under the National Energy Board Act; Board jurisdiction; requirements of natural justice; interpretation of legislation. ***Program Record Number:*** NEB LAW 110

Liaison with United States on Oil Matters
Description: Correspondence with United States federal government and agencies on oil matters. ***Topics:*** Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. ***Access:*** Files arranged by subject under the United States block of files. ***Program Record Number:*** NEB GAO 200

Licences and Orders for the Export of Electricity
Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. ***Topics:*** Application to export electricity in an emergency; to Canadian utilities. ***Access:*** Files arranged by power company. ***Program Record Number:*** NEB EPB 150

Litigation
Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. ***Topics:*** Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings – reasons for decision; subpoenas. ***Access:*** Files arranged by type of cause. ***Program Record Number:*** NEB LAW 125

Long-term Energy Demand
Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. ***Topics:*** Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition. ***Access:*** Files arranged by subject. ***Program Record Number:*** NEB ECB 240

Macro-economic Forecasts on the Canadian Economy
Description: Macro-economic forecasts on the Canadian economy and their relationship to energy forecasts. ***Topics:*** Statistical reports and returns; macro-economic forecasting model studies; committees, boards, commissions, etc. related to macro-economic forecasting. ***Access:*** Files arranged by subject and committee. ***Program Record Number:*** NEB ECB 245

Minutes of Meetings
Description: Official minutes of all meetings of the Board and officially former panels of the Board. ***Topics:*** Certificates of Public Convenience and Necessity – oil and gas pipelines and electric power lines; licences and orders to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, Energy Administration Act; Northern Pipeline Act; supply, demand, surplus of oil, gas and electric power. ***Storage Medium:*** Microfilm. ***Program Record Number:*** NEB OOS 100

National Oil Policy
Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. ***Topics:*** Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer – gasoline; control of movements across Ottawa Valley line; petrochemical industry – export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities; deregulation – June 1985. ***Program Record Number:*** NEB GAO 190

Natural Gas Pricing and Marketing
Description: Correspondence on marketing and pricing of natural gas and gas products, and reports of revenue by gas or pipeline companies. ***Topics:*** Special market research; market value; propane and butanes pricing; revenue flowback by gas and pipeline companies; Energy Administration Act, Part III (Domestic Gas). ***Access:*** Files

arranged by subject and gas or pipeline company. ***Program Record Number:*** NEB GAO 130

Nuclear Energy
Description: Published material and correspondence on nuclear energy. ***Topics:*** Heavy water; uranium; fusion. ***Program Record Number:*** NEB EPB 310

Oil and Natural Gas Reserves
Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. ***Topics:*** Gas reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. ***Access:*** Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff. ***Program Record Number:*** NEB ESB 290

Oil Refining Capacity and Processing
Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. ***Topics:*** Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Quebec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85. ***Program Record Number:*** NEB GAO 235

Oil, Natural Gas Liquids (NGL) and Natural Gas Production
Description: Information on historical and current production of hydrocarbons in Canada. ***Topics:*** Crude oil and equivalent; NGL; natural gas. ***Access:*** Files arranged by product and province. ***Program Record Number:*** NEB ESB 285

Operation of Oil and Gas Pipelines
Description: Correspondence on the operation and maintenance of pipelines. ***Topics:*** Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline; negative salvage. ***Program Record Number:*** NEB PEO 065

Parliamentary and Ministerial Enquiries
Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. ***Topics:*** Parliamentary enquiries – may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible – certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies. ***Program Record Number:*** NEB OOS 105

Pipeline Associations and Committees
Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. ***Topics:*** Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. ***Access:*** Files arranged by association, committee, conference and pipeline company. ***Program Record Number:*** NEB PEO 075

Pipeline Construction
Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. Note: Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library. ***Topics:*** Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines; routine facility inspection reports. ***Access:*** Files arranged by company and location of pipeline. ***Program Record Number:*** NEB PEO 080

Pipeline Development Projects
Description: Correspondence on northern oil and gas development. ***Topics:*** Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro- Canada proposed Arctic power project; polar gas project. ***Access:*** Files arranged by task force committee. ***Program Record Number:*** NEB PEO 060

Pipeline Incidents or Accidents
Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. ***Topics:*** Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. ***Access:*** Files arranged by pipeline and location of the leak, break, dent or buckle. ***Program Record Number:*** NEB PEO 070

Public Hearing Process – Applications to the National Energy Board and Reasons for Decision
Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision. Note: Copies of applications and the Board's reasons for decision are held in the library. ***Topics:*** Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. ***Access:*** Files arranged by applicant, company and year. ***Program Record Number:*** NEB OOS 085

Rates and Tolls
Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. Note: Applications, transcripts and reasons for decision are held in the National Energy Board library. ***Topics:*** Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. ***Access:*** Files arranged by company. ***Program Record Number:*** NEB FRB 005

Renewable Energy
Description: Published material and correspondence on renewable energy. ***Topics:*** Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat. ***Program Record Number:*** NEB ESB 305

Socio-economic Impact of Pipeline Projects
Description: Information on the regional economics of pipeline projects and their impact on socio-economic factors. ***Topics:*** International developments; socio-economic studies; socio-economic impacts of specific applications. ***Access:*** Files arranged by application. ***Program Record Number:*** NEB ECB 265

Statistical Reports
Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. ***Topics:*** Long-term energy; energy demand; production statistics. ***Access:*** Files arranged by subject and province. ***Program Record Number:*** NEB ESB 300

Statistics
Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. Note: Report on Ontario Hydro forecast of load and capacity is held in the Board library. ***Topics:*** Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends. ***Access:*** Files are arranged by company and forecast. ***Program Record Number:*** NEB EPB 185

Statistics
Description: Statistical data on exports and imports of natural gas and gas products, and on supply and disposition of propane and butanes. Note: Certain statistics are provided by companies on a confidential basis and are available in aggregate form only. Statistics are held in the Board's library. ***Topics:*** Propane and butanes supply and disposition, export and import volumes and average prices of natural gas and gas products and authorized volumes. ***Access:*** Files arranged by subject and company. ***Program Record Number:*** NEB GAO 141

Statutes and Regulations
Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. ***Topics:*** National Energy Board Act and Regulations; Energy Administration Act; Northern Pipeline Act. ***Program Record Number:*** NEB LAW 115

Traffic
Description: Applications and related correspondence for orders to obtain access to transportation services on interprovincial and international gas pipelines; complaints about discrimination. ***Topics:*** Interim orders to receive transport and deliver gas. ***Access:*** Files arranged by company. ***Program Record Number:*** NEB GAO 142

Uniform Accounting Regulations for Oil and Gas
Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. ***Topics:*** Uniform classification of accounts and document retention regulations. ***Access:*** Files arranged by subject, and oil and gas company. ***Program Record Number:*** NEB FRB 020

United States
Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. ***Topics:*** Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power – failures, projects, shortages, rates and statistics. ***Program Record Number:*** NEB EPB 180

United States Regulatory Agencies for Natural Gas and Gas Products
Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. ***Topics:*** Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates;

natural gas survey. ***Program Record Number:*** NEB GAO 145

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals, the Board's replies and information relating to their processing. ***Class of Individuals:*** All who submitted access reports. ***Purpose:*** To respond to requests for information, submitted under the Access to Information Act and the Privacy Act. ***Consistent Uses:*** To retain access requests and their replies for future reference, and to report on the number of access requests received annually. Disclosure is on request, but if the request is for someone other than the individual who sent in the original access form, that individual's name and personal data elements are deleted from the reply. There is no linkage or matching. ***Retention and Disposal Standards:*** These records are retained for two years. ***PAC Number:*** 85-001 ***Related to PR#:*** NEB OOS 105 ***TBS Registration:*** 000751 ***Bank Number:*** NEB PPU 020

Applications for Employment

Description: This bank contains all applications received requesting employment with the National Energy Board. The files include completed application forms, letters and curriculum vitae of persons interested in working with the Board. Access to this bank requires a name and the year in which the application was submitted. ***Class of Individuals:*** All applicants for employment. ***Purpose:*** For screening whenever openings become available. ***Consistent Uses:*** To store employment applications for future reference. Disclosure is on request to the original applicant. Other enquirers are provided with statistics only. There is no linking or matching. ***Retention and Disposal Standards:*** Documents are retained for one year. ***PAC Number:*** 85-001 ***TBS Registration:*** 000749 ***Bank Number:*** NEB PPU 010

Contracts

Description: This bank contains details of all contracts entered into by the National Energy Board (NEB) for the procurement of services, including personal services. The bank contains basic data such as education qualifications, work-related experience, termination dates, amount of fees paid, etc. Contracts awarded by the Department of Supply and Services on behalf of the Board are included. ***Class of Individuals:*** Those who have provided the Board with services under contract. ***Purpose:*** To make a decision on the selection of the most suitable candidate to fill specific requirements. ***Consistent Uses:*** To record, retain and monitor all contracts. These records are also used during the auditing function. Disclosure is on request. There is no linkage or matching. ***Retention and Disposal Standards:*** These files are retained for six years after completion and non-renewal of the contract. ***PAC Number:*** 85-001 ***TBS Registration:*** 000750 ***Bank Number:*** NEB PPU 015

Interventions and Letters of Comment

Description: This bank contains the interventions and letters of comment filed with the Board by companies, public interest groups, and individuals who have participated in the Board's regulatory proceedings. All such documents are public and form part of the record of proceeding. Documents may be retrieved by providing the name of the application to which the document relates and the name of the participant. ***Class of Individuals:*** Individuals who have participated in the regulatory proceedings of the National Energy Board. ***Purpose:*** For consideration of these submissions by the Board in arriving at quasi-judicial decisions on applications before it. ***Consistent Uses:*** To maintain a record of all interventions and letters of comment filed with the National Energy Board, relating to any applications. Disclosure is on request because all these documents are public. There is no linkage or matching. ***Retention and Disposal Standards:*** Five years after the removal or abandonment of pipeline or international power line, or the authorization of the export of gas, oil or electricity to which the documents relate. On expiry of retention period, files are passed to the National Archives of Canada for selective retention. ***PAC Number:*** 85-001 ***Related to PR#:*** NEB OOS 085 ***TBS Registration:*** 000748 ***Bank Number:*** NEB PPU 005

Classes of Personal Information

Office of the Secretary Files

In the course of its programs and activities the National Energy Board may accumulate personal information which is not contained in the specific personal information banks listed in this entry. Such information may include an individual's name, address, telephone number, or opinion on a specific matter. These data are stored as part of the general subject files and the records are not normally retrievable by the name of the individual or other identifier.

Such personal information is provided by individuals in requesting publications, general information, funds for projects they are conducting, or in providing their comments or opinions on various topics.

To retrieve this type of personal information, the enquirer must state the specific subject matter of the correspondence, the name of the person, and the approximate date on which the correspondence was forwarded to the Board.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Environmental Operations Procedure Manual
- Environmental Surveillance Manual

- General Guidelines for Processing Hearing Applications
- Memorandum of Guidance, Re: Regulation of Group 2 Companies
- Pipeline Construction Inspection Manual, November 1984

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Energy Board, its functions and mandate, may be directed to:

National Energy Board
444 Seventh Avenue S.W.
Calgary, Alberta
T2P 3H2

(405) 292-4800

Reading Room

The Board has designated a public reading room under the Access to Information Act. The reading room is located in the Board's Library at:

Ground Floor
444 Seventh Avenue S.W.
Calgary, Alberta

The hours are 08:00 to 17:00, Monday to Friday

National Farm Products Council
Chapter 85

General Information

Background
The National Farm Products Marketing Council was established in 1972 under the Farm Products Marketing Agencies Act. This Act amended by Bill C-54 assented the 25th of February, 1993 is now called the Farm Products Agencies Act therefore the National Farm Products Council.

Responsibilities
The National Farm Products Council is responsible for supervising the Canadian marketing agencies established under the Farm Products Agencies Act. The Council works with these agencies, provincial governments and marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Legislation
- Farm Products Marketing Agencies Act, 1972. Amended by Bill C-54 assented the 25th of February, 1993 now the Farm Products Agencies Act.

Organization
♦ Executive Council
The Council is responsible for policy decisions and for the ultimate objectives and goals of the National Farm Products Council. All nine council members are appointed by Order-in- Council. Six of the nine members are paid on a per diem basis for those days that they are called upon to work on Council business.

♦ Operations
This section is responsible for the day to day monitoring of the agencies' operations and for reporting their findings to Council. The staff is also called upon to perform special tasks or studies regarding existing or possible new agencies which would provide analysis and documentation for Council's decisions.

♦ Communications
This section is responsible for media relations, the preparation and diffusion of Council's public information, and for the preparation and publication of annual reports and press releases.

♦ Management Services
This section is responsible for records management, property management, material management, Access to Information and Privacy Legislation, general administration and for the financial, personnel and support functions for Council and its components.

Information Holdings

Program Records
Canadian Marketing Agencies
Description: Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency, the Canadian Chicken Marketing Agency and the Canadian Broiler Hatching Egg Marketing Agency. Records are located at the National Farm Products Council. ***Topics:*** Provincial levies; information services; claims; hearings; licensing; penalties and offenses; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). ***Storage Medium:*** Recordings – council meetings and in-camera hearings. ***Program Record Number:*** FPM FPM 010

Marketing Operations
Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. Records are located at the National Farm Products Council. ***Topics:*** Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities – animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). ***Program Record Number:*** FPM FPM 005

Personal Information Banks
Access Requests Files
Description: This bank contains requests under the Access to Information Act, submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests. ***Class of Individuals:*** Individuals or organizations. ***Purpose:*** Records are compiled to process access requests, and for research and statistical purposes. ***Consistent Uses:*** This bank is used for reference and statistical purposes. ***Retention and Disposal Standards:*** Two years. ***PAC Number:***

86-001 ***Related to PR#:*** FPM FPM 010 ***TBS Registration:*** 000477 ***Bank Number:*** FPM PPU 015

Applicants Inventory
Description: The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Council. Applications come from within and outside the public service. The applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals. ***Class of Individuals:*** Applicants. ***Purpose:*** Records are maintained for general administration. ***Consistent Uses:*** This bank is used for administrative purposes only. ***Retention and Disposal Standards:*** Two years. ***PAC Number:*** 86-001 ***Related to PR#:*** FPM FPM 010 ***TBS Registration:*** 000479 ***Bank Number:*** FPM PPU 025

Expenditure Records
Description: This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the Government of Canada. ***Class of Individuals:*** Private companies and government departments. ***Purpose:*** Supporting documentation for payment of accounts. ***Consistent Uses:*** This bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** Six fiscal years. ***PAC Number:*** 86-001 ***Related to PR#:*** FPM FPM 010 ***TBS Registration:*** 000480 ***Bank Number:*** FPM PPU 030

Financial Records
Description: The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements. ***Class of Individuals:*** Employees of the Council. ***Purpose:*** Records are compiled for the control and administration of the expenditures of the Council. ***Consistent Uses:*** The bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** Six fiscal years. ***PAC Number:*** 86-001 ***Related to PR#:*** FPM FPM 010 ***TBS Registration:*** 000478 ***Bank Number:*** FPM PPU 020

Personal Service Contracts
Description: This bank maintains a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors. ***Class of Individuals:*** Consultants. ***Purpose:*** Records are compiled for administration and financial reasons on all personal service contracts for proper control, accounting,substantiations and authority. ***Consistent Uses:*** This bank is used for the award of personal service contracts and their controls. ***Retention and Disposal Standards:*** Six fiscal years. ***PAC Number:*** 86-001 ***Related to PR#:*** FPM FPM 010 ***TBS Registration:*** 000475 ***Bank Number:*** FPM PPU 005

Private Sector Consultants
Description: This bank is a record of consultants and consulting firms from the private sector that have requested registration with the Council. The data bank contains individual and/or firm names, addresses and areas of specialization. ***Class of Individuals:*** Consultants. ***Purpose:*** Records are compiled for general administration. ***Consistent Uses:*** This bank is used for selection and awarding of personal service contracts. ***Retention and Disposal Standards:*** Two years. ***PAC Number:*** 86-001 ***Related to PR#:*** FPM FPM 010 ***TBS Registration:*** 000476 ***Bank Number:*** FPM PPU 010

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various functions may be directed to:

Director, Regulatory and Public Affairs
National Farm Products Council
13th Floor, Martel Building
270 Albert Street
P.O. Box 3430, Station D
Ottawa, Ontario
K1P 6L4

(613) 995-6752

Reading Room

An area on the premises of this institution has been designated under the Access to Information Act as a public reading room. The address is:

270 Albert Street
13th Floor
Ottawa, Ontario.

National Film Board of Canada

Chapter 86

General Information

Background

The National Film Board of Canada (NFB) was established by an Act of Parliament on May 2, 1939. It is presently governed by the National Film Act, R.S.C. 1985, c. N-8, as amended. The NFB reports to the Minister of Canadian Heritage. Its mandate is "...to produce and distribute films designed to interpret Canada to Canadians and to other nations..."

Responsibilities

In its most recent mission statement, the NFB expresses its mandate as follows: The National Film Board of Canada enriches Canadian society through the production and distribution of audiovisual works which provoke discussion and debate on important subjects for Canadians and others and which achieve recognition for their excellence, relevance and innovation while exploring the creative potential of audiovisual media.

Recent NFB productions include documentaries, animated shorts, CD-ROMs and interactive productions. NFB videos can be purchased via the toll-free number 1-800-267-7710 or the NFB website at www.nfb.ca. The website includes the full catalogue of the NFB's productions as well as other information on its activities. NFB videos can also be obtained at the NFB's CineRobotheque in Montreal or through public libraries in Canada. NFB productions are broadcast on television and are distributed in Canada and abroad directly by the NFB or through authorized distributors.

The NFB English and French Program Branches produce audiovisual works and are responsible for marketing and distributing them to their target audiences in Canada. NFB production centres are located in Vancouver, Edmonton, Winnipeg, Toronto, Moncton and Halifax, as well as in Montreal. There is a permanent creative staff in Montreal, though a large proportion of NFB productions are made by freelance filmmakers. The NFB's average annual production is approximately 85 original audiovisual works and 30 versions or adaptations of existing productions.

Legislation

- National Film Act, R.S.C. 1985, c. N-8, as amended

Organization

The Board of Trustees of the National Film Board is composed of the Government Film Commissioner, who is both the Chairperson and the Chief Executive Officer of the NFB, the Executive Director of Telefilm Canada and six other members appointed by the Governor in Council.

The NFB is headed by the Government Film Commissioner, with the support of the Director General of the English Program Branch, the Director General of the French Program Branch, the Director of the International Program, the Director of Technical Services and Informatics, the Director of Corporate Affairs, the Director of Planning, Program Evaluation and Audit, the Director of Administration, the Director of Human Resources, and the Secretary to the Board of Trustees.

The NFB's head office is in Ottawa, while its operational headquarters are located in Montreal.

The NFB is divided into nine major areas of responsibility:

English Program

This branch manages the production, marketing and distribution of English-language films, videos and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated shorts and interactive productions, out of studios located in Montreal, Halifax, Toronto, Winnipeg, Edmonton and Vancouver which cover all of Canada. English Program uses both permanent staff and freelancers.

French Program

This branch manages the production, marketing and distribution of French-language films, videos and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated shorts and interactive productions, out of studios located in Montreal, Moncton and Toronto which cover all of Canada. French Program uses both permanent staff and freelancers.

International Program

This branch is responsible for marketing and sales activities for NFB productions outside Canada and manages the NFB's participation in Canadian and foreign festivals.

Technical Services and Informatics

This branch provides the other branches with technical support in the form of film and video equipment rental services, traditional and electronic non-linear picture and sound editing and post-production services and facilities. It also maintains a large library of sound effects and operates an Informatics division for the institution as a whole.

Corporate Affairs

This branch handles internal and external corporate communications, government relations, the management and conservation of the NFB film collection, the exploitation of the NFB Stock Shot Library, Cinematheque and Phototheque, the operation of a database on the NFB collection, the publication of the annual report and the operation of the Internet and Intranet sites. This branch also administers the Official Languages Act within the institution.

Administration

This branch comprises Financial Administration, Accommodations, Material Management and Customer Services.

Human Resources

This branch is responsible for human resources management, training, the employment equity program and the negotiation of collective agreements with artists' and authors' associations.

Planning

This branch is responsible for planning, program evaluation and internal audit.

Board of Trustees Secretariat and Legal Affairs

In addition to acting as the Board of Trustees Secretariat, this branch is responsible for legal affairs, the administration of the Access to Information Act and the Privacy Act and the NFB Conflict of Interest and Post-Employment Code.

Information Holding

Program Records

Board of Trustees

Description: Minutes of meetings, Order-in-Council appointments. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information. ***Program Record Number:*** NFB BOT 005

Collection Management

Description: Information on the use of the film conservation laboratory, on the collection, vaults, audiovisual references, stock shots, Phototheque, archives, rights and rights holders, distributors, agents and partner libraries. ***Topics:*** Information on NFB works, on master material and duplication and on acquired rights, contracts, collective agreements, releases, correspondence. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information. ***Program Record Number:*** NFB COM 010

Communications

Description: Information on NFB communications with the public, NFB staff, media and government. ***Topics:*** Contacts with the news media; publication of press releases; brochures; annual report; Internet and Intranet sites; presentations and submissions to regulatory bodies and Parliament; internal communications. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information ***Program Record Number:*** NFB COM 015

Festivals, Awards and Special Events

Description: Information on the various festivals, awards and film events in which the NFB participates. ***Topics:*** Selection of films; registration for the festival; information on filmmakers participating in the festival/film events; awards received. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information. ***Program Record Number:*** NFB INT 010

Marketing and Distribution

Description: Information on the marketing and distribution of films, videos and multimedia products in Canada and abroad. ***Topics:*** television; institutional and consumer markets; video clubs; publicity and press kits; promotional flyers and catalogues; client lists; private distributors; contracts; revenues. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information. ***Program Record Number:*** NFB EFM 025

Planning, Evaluation and Audit

Description: Planning. ***Topics:*** 1999-2000 Estimates (Part III – Report on Plans and Priorities); strategic planning; program evaluation; and internal audit reports. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information ***Program Record Number:*** NFB PEA 030

Production

Description: Information on the production and co-production of films, videos and multimedia products by English and French Program offices across Canada. ***Topics:*** scripts; budgets; research; contracts; financial statements; freelancers; cultural diversity and equity; Aboriginal program; assistance to private-sector filmmakers; rights. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information ***Program Record Number:*** NFB EFP 035

Technical Research

Description: Information on testing and analysis of new materials for professional filmmaking; video, audiovisual and digital technology; upgrading of existing equipment.

Access: A part of this information is meant for internal use only, may contain third-party and personal information. ***Program Record Number:*** NFB TRF 040

Technical Services
Description: Information on the rental of equipment (camera, sound and lighting equipment); editing facilities; image post-production (visual effects) facilities; image post-production facilities; and sound post-production facilities. This branch occasionally provides services to the private sector when such services are non-existent or not available elsewhere. ***Access:*** A part of this information is meant for internal use only, may contain third-party and personal information. ***Program Record Number:*** NFB TSF 045

Standard Program Records

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Classes of Personal Information

Correspondence

Access to Information and Privacy Requests

Complaints from the Canadian Human Rights Commission

Complaints from the Commissioner of Official Languages

Applications for Employment

Film Projects

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Reading Room

In accordance with the Access to Information Act, the NFB has designated an area on the premises of two of its offices as public reading rooms. The addresses are:

Constitution Square
360 Albert Street, Suite 1560
Ottawa, Ontario K1A 0M9

or

3155 Côte de Liesse Road
St-Laurent, Quebec
H4N 2N4

Please direct requests for general information about the National Film Board of Canada to:

General Enquiries – Ottawa: (613) 992-3615
Fax: (613) 947-2537

General Enquiries – Montreal (514) 283-9246
Fax (613) 283-8971

Customer Service: 1-800-267-7710

Internet Site: www.nfb.ca

Co-ordinator, Access to Information and Privacy:

Telephone: (514) 283-9028
Fax: (514) 496-1646

National Gallery of Canada
Chapter 87

General Information

Background
The National Gallery of Canada (NGC), a Crown corporation, was established in 1990 by the Museums Act.

Responsibilities
The corporate objectives of the National Gallery of Canada are to develop, maintain and make known, throughout Canada and internationally, a national collection of works of art, historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.

Legislation
- The Museums Act, 1990

Organization
♦ **Director's Office, Deputy Director's Office, Comptroller's Branch**
These provide overall guidance, direction and common services to the programs and operations of the National Gallery of Canada. Included in these common support services are administrative, financial, personnel, records, audit, facilities and security. Also it provides the secretariat for the Board of Trustees.

♦ **Collections and Research Branch, Canadian Centre for the Visual Arts Branch**
These Branches are responsible for the following operational areas: curatorial, registration, restoration and conservation, photography and a research library, known as the Canadian Centre for the Visual Arts. The Branch develops a record of visual art, historic, modern and contemporary, situates that record within an international cultural context, and maintains documentary records on the condition and cultural and historical origins of the objects collected. Through the Canadian Centre for the Visual Arts, the Branch provides a major study and teaching resource for Canadian and international artists, scholars and students, and interested members of the public.

♦ **Communications and Marketing Branch, Exhibitions and Installation Branch**
These branches make the collection of more than 40,000 works of art and related knowledge accessible to national and international audiences through its displays of the permanent collections and special exhibitions, education services, publications, sales and media relations.

♦ **Canadian Museum of Contemporary Photography**
This museum undertakes a broad range of activities involving contemporary Canadian photographs and photographers. Its activities include acquisition and ordering of photographs, public programs, travelling exhibitions, loans, publications, educational programs, special exhibitions and national service.

Information Holdings

Program Records

Acquisition of Collections
Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations; acquisition of historic Canadian art; offers of works of art that have been accepted and rejected; and examination reports for new acquisitions. ***Topics:*** Gifts proposed, approved and rejected; purchases – paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions; preliminary correspondence with artists, collectors and dealers on acquisitions; correspondence with dealers, donors, collectors and artists; conservation; and examination reports. ***Program Record Number:*** NGC NGA 005

Artists' Files
Description: Information on artists – biographies, exhibitions and places where they have exhibited their works; and correspondence. ***Program Record Number:*** NGC NGH 140

Conservation
Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. ***Topics:*** Conservation of works of art – National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, paper- deacidification, thermo paper, ageing; and safety of prints and drawings. ***Program Record Number:*** NGC NGI 160

Exhibitions, Expositions and Fairs

Description: Information on: permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions; Ottawa exhibitions; correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues; international and travelling exhibitions between 1959 and the present; exhibitions of prints and drawings; and aspects of exhibiting, exhibit planning and proposed exhibitions. ***Topics:*** Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions; offers and suggestions for exhibitions; exhibitions in Canada and foreign countries; National Gallery involvement in exhibitions organized by other organizations; proposed exhibitions refused; in-house collection-generated exhibitions; lighting for exhibitions in galleries; schedules of exhibition programs. ***Program Record Number:*** NGC NGB 020

Loans

Description: Information on: incoming and outgoing loans for exhibitions, government residences, ministers' offices; loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad. ***Topics:*** Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list; general correspondence and policy; Canadian loans – approved and rejected; non-Canadian loans – approved and rejected; war art; and loans for exhibitions. ***Program Record Number:*** NGC NGC 040

Operations

Description: Information on: the general operations of the National Gallery of Canada; on the general operation of the Museum of Contemporary Photography. ***Topics:*** Movement of works of art; chemicals; lining techniques technical studies; insurance safety; steps used in the preparation of opaque cross-section. Policy; prints and drawings; corporate sponsorship; curatorial operations; special events; movement of photographs. ***Program Record Number:*** NGC NGD 060

Photographic Services

Description: Information on: the gallery's photographic services; registration; education services; education policy; audio- visual. ***Topics:*** Technical photography; acquisitions; procedures; colour transparencies. ***Program Record Number:*** NGC NGF 100

Publications

Description: Information on various aspects of publications activities at the National Gallery of Canada; National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present; general information on books and publications and on various aspects of publication activities at the Canadian Museum of Contemporary Photography. ***Topics:*** Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series; catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery; Bulletin No. 9; restoration and conservation laboratory journal; exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; distribution lists; policy; copyright and reproduction rights; regular newsletter; mailing list. ***Program Record Number:*** NGC NGG 120

Research

Description: Research files on exhibitions the curators have organized; individual research dossiers for art objects in the collections of the National Gallery; information on: the various processes used in photographic reproduction; on aspects of research and researchers; on collection content and the photographers; and library. ***Topics:*** Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; videotapes and films; computer image processing; biographical files; subject card index for photographs in collection; and books, periodicals and catalogues relating to photography. ***Access:*** These files are located in the office of the Curator of Historic Canadian Art. ***Program Record Number:*** NGC NGE 080

Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the National Gallery of Canada. ***Class of Individuals:*** The information regards individuals with which the National Gallery of Canada deals, in relation to collecting. ***Purpose:*** The purpose is to maintain complete information about objects collected or collectable by the National of Canada. The information is classified by objects. It is used to determine the value of objects for income tax or insurance purposes. ***TBS Registration:*** 004050 ***Bank Number:*** NGC PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Gallery of Canada. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Materiel Management Division. ***Class of Individuals:*** Information relates to individuals from the private sector under contract for services to NGC. ***Purpose:*** For contracting services. ***Consistent Uses:*** To maintain information on all service contracts entered into by NGC. ***Retention and Disposal Standards:*** Six fiscal years, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 004051 ***Bank Number:*** NGC PPU 010

Individual Requests Under the Privacy Act
Description: This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Privacy Act. ***Purpose:*** For processing such requests and for compiling statistics relating to them. ***Retention and Disposal Standards:*** Two years after last action. ***PAC Number:*** 86-001 ***TBS Registration:*** 004052 ***Bank Number:*** NGC PPU 020

Requests from Federal Investigative Bodies
Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** To meet the requirements of the Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last action. ***PAC Number:*** 86-001 ***TBS Registration:*** 004053 ***Bank Number:*** NGC PPU 030

Requests Under the Access to Information Act
Description: Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Access to Information Act. ***Purpose:*** To process requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last action. ***TBS Registration:*** 004054 ***Bank Number:*** NGC PPU 040

Classes of Personal Information

Some NGC files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NGC collections, programs and services, information and advice given to individuals by NGC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NGC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NGC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- Canadian Centre for Visual Arts' Policy
- Collections Policy
- Communications Policy
- Human Resources Policy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Gallery, its components, and its various programs and functions may be directed to:

Communications and Marketing
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4

(613) 990-1935

Reading Room

The Corporation's library has been designated under the Access to Information Act as a public reading room. The address is:

Library
National Gallery of Canada
380 Sussex Drive
Ottawa, Ontario

National Library of Canada
Chapter 88

General Information

Background
The National Library of Canada, created in 1953, operates under the National Library Act (1969) and its amendments, and administers the National Library Book Deposit Regulations (revised 1995). The Library is a branch of government having the rank of a department and reports to Parliament through the Minister of Canadian Heritage. The National Library serves Canada from the National Capital Region.

Responsibilities
The National Library ensures that the published heritage of the Canadian people is preserved and made accessible to Canadians directly and through the country's libraries.

To fulfil its responsibilities the Library collects and promotes the Canadian historical, literary and musical heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval and use; providing reference, information, referral and document delivery services to support similar services provided by other Canadian libraries, with special emphasis on Canadian-related subjects; making known the written and musical heritage of the nation through a cultural events program; and facilitating the use of the nation's total library resources by coordinating and participating in national and international programs for sharing information on publications and for identifying and supplying needed documents on interlibrary loan.

Legislation
- National Library Act (R.S. (1985), c. N-12) and its amendments
- National Library Book Deposit Regulations (revised 1995)

Organization

♦ Acquisitions and Bibliographic Services
The Acquisitions component is responsible for the development of the Library's collections of published material in all formats. It acquires material through legal deposit, purchase, gift, exchange, and administrative arrangements with the provincial and territorial governments. It is also responsible for coordinating the microfilming, publication and sale of theses from 51 Canadian universities.

The Bibliographic component creates and maintains records which identify and describe Canadian publications, coordinates a prepublication cataloguing program covering Canadian trade and official publications (Cataloguing-In-Publication), compiles and produces a national bibliography of Canadiana, distributes machine-readable catalogue records for both Canadian and foreign materials, and provides access to the Library's collections by compiling and maintaining catalogues. In support of resource sharing, it creates and maintains a national resource sharing database listing the holdings of participating Canadian libraries. This component is also responsible for developing bibliographic and documentation standards and for coordinating national programs for the assignment of international standard numbers to Canadian book, serial and music publishers.

♦ Corporate Policy and Communications
Corporate Policy and Communications is responsible for the Library's corporate policy, planning and communications activities, including internal audit, program evaluation, staff development and strategic planning. It is also responsible for marketing the National Library and promoting its programs, services and role as a national cultural institution through publications.

♦ Information Resource Management
Information Resource Management is responsible for coordinating the development of policies and strategies related to the Library's corporate information resources including collections, databases, preservation and government information holdings.

♦ Information Technology Services
Information Technology Services is responsible for developing, maintaining and operating the computer systems which serve both the National Library and the Canadian library and information community. Information Technology Services conducts research into library applications of computer technologies, provides Internet support services to the National Library and provides systems support services to both the National Library and to its federal government library clients.

♦ National and International Programs
National and International Programs is responsible for directing the Library's role in national and international activities related to its major program activities. It provides advice and support services to federal government libraries, the Council of Federal Libraries, and to libraries serving specialized communities. It also co-ordinates and facilitates the implementation of national and international resource sharing and heritage initiatives.

♦ Office of the National Librarian

The National Librarian is the Chief Executive Officer and is responsible for all matters relating to the National Library. The National Librarian reports to Parliament through the Minister of Canadian Heritage.

♦ Research and Information Services

Research and Information Services is responsible for providing a location and interlibrary loan service and a reference and information service, to libraries, and researchers. Special advisory services are offered in Canadian literature including children's literature, in music, and in library and information science. It also provides service from the National Library's collections, including official publications, Canadian newspapers, serials, reference, music, rare books and literary manuscripts, native studies and the Jacob M. Lowy Collection of old and rare Hebraica and Judaica. Surplus library materials from Canadian libraries are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. Public Programs offers a variety of lectures, readings, musical events, and exhibitions based on the Library's collections.

Information Holdings

Program Records

Acquisitions
Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library. ***Topics:*** Compliance with the National Library Act; government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials – order requests and orders received. ***Program Record Number:*** NLC ABS 030

Anglo-American Cataloguing Rules (AACR)
Description: Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee (JSC) for the revision of AACR. ***Topics:*** AACR 1st edition; AACR 2nd edition; JSC meetings. ***Access:*** AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system. ***Program Record Number:*** NLC ABS 060

Applications Management
Description: Information on the design and development of application systems including those using Web technology and their interfaces with protocol-based telecommunications support systems and on the negotiation and administration of contracts associated with system and interface development. ***Topics:*** Development of application systems and production systems, information technology planning (high-level application architecture), digital library, Web development, management, tools and technology, maintenance of the NL application architecture, interaction with data administration, systems development methodologies and standards, information technology assessment. ***Program Record Number:*** NLC ITS 165

Canadian Children's Literature Service
Description: Information on Canadian literature for children and young adults and on libraries and library service for children and young adults; including a separate collection of 31,000 children's titles, lists of Canadian books for children and young-adults by year of publication, lists of award winning books, thematic book lists including the annual Read Up On It kit, electronic products and services, manuscript collections for selected Canadian children's authors and illustrators, biographical files. ***Topics:*** Canadian books for children and young adults, bilingual books; children's writings; children's periodicals, book selection, biographical information. ***Access:*** Books filed by subject (Library of Congress classification system) with access through Dynix, AMICUS and in-house catalogue (to 1993) and book lists by year of publication (since 1984). ***Storage Medium:*** slides (by illustrator, title and year) ***Program Record Number:*** NLC RIS 115

Canadian Literature Research Service
Description: The Canadian Literature Research Service provides specialized reference research, and bibliographical service to Canadian literature and literary publishing. ***Program Record Number:*** NLC RIS 150

Canadian Theses
Description: Information on the National Library service of micro-publishing theses accepted at Canadian universities. ***Topics:*** Acquisition of theses; filming. ***Access:*** Files arranged by author. ***Program Record Number:*** NLC ABS 035

Cataloguing Programs
Description: Information on the National Library's cataloguing operations. ***Topics:*** Cataloguing policies; workflow studies; National Library catalogue study project; processing time analysis system; performance measurement system; pre-1950 bio-bibliographical file (information on some pre-1950 Canadian authors and titles). ***Access:*** Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form. ***Program Record Number:*** NLC ABS 050

Cataloguing-in-Publication
Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. ***Topics:*** CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; completed CIP application forms from publishers. ***Access:***

Application forms arranged by publisher. ***Program Record Number:*** NLC ABS 040

Council of Federal Libraries Consortium
Description: Information on member libraries and commercial vendors and suppliers of library and information resources and services related to the Consortium's function of using its collective purchasing potential to realize cost savings for its members in the acquisition of goods and services. ***Topics:*** Meetings – Consortium Advisory Committee; elections of advisory committee members; agreements negotiated with vendors; library profiles; newsletter; surveys on cost-savings and products. ***Program Record Number:*** NLC NIP 135

Council of Federal Libraries Secretariat
Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the National Librarian in coordinating federal library services. ***Topics:*** Meetings – Council, steering committee, action committees and working groups; workshops – information management topics, copyright, fees for services, automation; elections of steering committee members; publishing plans and publications information series packages, newsletter, annual reports, Web Site, listserve. ***Program Record Number:*** NLC NIP 010

Information Analysis and Standards
Description: Information on the development of corporate data models, information architectures, and reference models for information processes; development and maintenance of data definitions; development and maintenance of information technology standards for internal use and for dissemination at national and international levels; dissemination and promotion of information management policies and procedures by the Library. ***Topics:*** Digital library projects, technologies and standards; systems development projects, systems management standards, network and networked information development; electronic document formats; electronic document management; document encoding standards; metadata standards; Web management technologies. ***Program Record Number:*** NLC ITS 160

Information Technology Management Services
Description: Information on formulating information technology policy and plans; documenting policy decisions, maintaining up-to-date planning documents, developing systems assurance procedures and monitoring their application with ITS. ***Topics:*** Business and information technology planning, establishment of policies, standards and procedures in the area of information technology, systems assurance, development and maintenance of high level architectures. ***Program Record Number:*** NLC ITS 145

Interlibrary Loans
Description: Information for libraries interested in Interlibrary Loan Services, including name and type of library, Canadian library symbol, address, interlibrary loan charging policies. Also management information on interlibrary loan requests received at the National Library of Canada. ***Storage Medium:*** Automated database, tape. All data can be accessed. ***Program Record Number:*** NLC RIS 140

International Standard Numbering Programs
Description: Assignment of International Standard Book Numbers (ISBN) and International Standard Music Numbers (ISMN); assignment of International Standard Serial Numbers (ISSN). ***Program Record Number:*** NLC ABS 065

International Standards Organization (ISO)
Description: Information on the work of various committees and subcommittees of the International Standards Organization on bibliographic and related standards. ***Topics:*** Technical committees and working groups concerned with standards for documentation, terminology and bibliographic description (ISO/TC46 and its subcommittees). ***Access:*** Files arranged by ISO committee and/or standard number. ***Program Record Number:*** NLC ABS 055

Jacob M. Lowy Collection
Description: Three thousand volumes of rare printed Hebraica and Judaica spanning five centuries; two hundred original Hebraic manuscripts, primarily from nineteenth and twentieth century Yemen; microforms of manuscript holdings of selected European and American institutions; a reference collection of over one thousand volumes. ***Topics:*** Religious and secular works, with a concentration on incunabula, editions of bibles and the historian Josephus, rabbinic literature of late antiquity, the middle ages and the pre-modern period, liturgy; Hebraic bibliography and the history of Hebraic printing. ***Access:*** Through Dynix and AMICUS in conjunction with printed guides. Consultation in the Lowy Room, 2nd floor. ***Program Record Number:*** NLC RIS 145

Literary Manuscripts
Description: Information on Canadian authors whose papers are held by the National Library of Canada. ***Topics:*** biographical and critical files, mainly clippings from newspapers and journals. ***Program Record Number:*** NLC RIS 135

Machine-Readable Cataloguing Formats (MARC)
Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. ***Topics:*** Canadian MARC (CAN/MARC) format; United Kingdom MARC (UKMARC) format; Library of Congress MARC (USMARC) format, etc. ***Program Record Number:*** NLC ITS 065

Marketing and Publishing

Description: Marketing and communication plan for various programs and services. Information on publications and information displays. ***Topics:*** Production steps for publications and information displays – procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. ***Access:*** Files arranged by publication and information display. ***Program Record Number:*** NLC COM 020

Music Manuscripts, Sound Recordings, Printed Collection and Reference Service

Description: Lists of manuscript collections and sound recordings, union catalogue of Canadiana sheet music published before 1950, finding aids for selected archival collections, files on many aspects of musical Canadiana, and records of Music Division acquisitions by gift, legacy or purchase; microfiche and computer listings for 78 and 45 rpm discs, binders and card catalogue for 33 1/3 discs to 1978 (post 1978 in AMICUS), and binders for wax cylinders and piano rolls; correspondence replying to reference questions related to music; grey literature and ephemera relating to musical Canadiana. ***Topics:*** Manuscript collections; sound recordings; early Berliner recordings at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; the Ralph Gustafson Collection of piano recordings; vertical files on Canadian music and musicians; Encyclopedia of Music in Canada information sheets; Canadian sheet music, Canadian concert programs; Canadian musical iconography; Canadian music publishers; Percy Scholes vertical files on British and European music; lists of donors and donations; records of purchases and solicitations for the collection. ***Access:*** Manuscript Collection – files arranged by collection and finding aids by name of collector; List of Manuscript Collections by name and call number. Recorded Sound Collection – unpublished recordings, pre-1969 LPs, cylinders and piano rolls by recording artist, collection and accession number; 78 rpm and 45 rpm discs by performer, composer, title, label, issue, matrix number and permutated title; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality. Printed Collection – (Sheet Music) manual catalogue by composer, title, publisher and date of publication. (Ephemera and Vertical Files) alphabetical card file to articles on Canadian music and musicians in Canadian periodicals; vertical files on Canadian music and musicians by name of subject, individual, or collectivity (cross-referenced); concert programs arranged by province, city, organization and date; photos of musical Canadiana arranged alphabetically by subject and/or by accession number; dated address file of Canadian music publishers to 1900. Correspondence – correspondence arranged chronologically within a subject. ***Program Record Number:*** NLC RIS 085

National and International Bibliographic Projects

Description: Information on participation in national and international co-operative projects designed to foster the sharing of bibliographic information. ***Topics:*** Canadian Institute for Historical Microreproductions; AMICUS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER (Co-operative ONline SERials) program; Universal Bibliographic Control (UBC). ***Program Record Number:*** NLC ABS 045

Preservation

Description: Information on topics of interest to Canadian libraries concerning preservation of library materials and information relating to preservation activities at the National Library. ***Topics:*** Preservation and conservation of library materials. ***Access:*** Files arranged by subject and organization. ***Program Record Number:*** NLC IRM 175

Public Programs

Description: Information on cultural events such as exhibitions, concerts, film screenings and tours. ***Topics:*** Production steps – planning, implementation, costs. ***Program Record Number:*** NLC COM 025

Rare Book Collection

Description: Rare Canadiana monographs, periodicals, broadsides and pamphlets. Small collection of rare non-Canadiana. ***Topics:*** All topics relating to Canada with strengths in early travels and voyages, Arctic explorations, history, early Canadian printing, pre-Confederation government publications, Canadian livres d'artistes and press books. ***Access:*** Through Dynix and AMICUS. Consultation in Special Collections Reading Room. ***Program Record Number:*** NLC RIS 125

Reference and Information Services

Description: Information on National Library holdings of Canadian official publications, and foreign and international official publications; newspapers; information on National Library of Canada publications; reference and information questions and related correspondence (including newspapers, official publications and library and information science); research documentation in Canadian studies and the social sciences and humanities in both manual and automated form; published documents from the library of the former Indian Claims Commission (1969-79) and the Whiteside collection of published documents on Canada's First peoples; files of materials on order; vertical files; finding aids for the collection. ***Topics:*** Canadiana and Canadian studies; government and law; Canadian Native Studies; newspapers; and genealogical research and library and information science. ***Access:*** Official publications; Dynix and AMICUS; Index to Canadian Federal Royal Commissions through Internet; printed and automated finding aids (Internet and Internal databases); finding aids to the library collection of the former Indian Claims Commission; finding aids to the Whiteside collection; newspaper index arranged by place,

province and decade; microform masters of serials arranged by titles; microform masters of newspapers arranged by province and city. Files for library and information science are arranged by subject group or by name of author, library or association. From January 1986 to date 1995 subject citations with subject access are available in an online database. ***Program Record Number:*** NLC RIS 110

Systems and Telecommunications Support
Description: Information on the provision of computing telecommunication environment to carry out the ITS mandate. Information on the operation of systems developed or acquired for use within the National Library; production control, product support, front-line troubleshooting and monitoring of systems performance; operation of telecommunications networks and directory systems; performance of database management and administration. ***Topics:*** Capacity planning, systems and telecommunications architectures, proprietary software, technical change management and control, database administration, systems support, telecommunications support, batch systems control, tape library management, remote job-entry management, supplier liaison, computing equipment support, computer job performance monitoring and tuning, front-line troubleshooting for on-line systems, telecommunications and equipment support, inventory control of telecommunication circuits and equipment, inventory control of hardware and software, configuration management, informatics security, telecommunications directories, on-line system performance monitoring and tuning, task control and scheduling, troubleshooting batch system, on-line system troubleshooting, and quality control of production programs. ***Program Record Number:*** NLC ITS 170

The Canadian Initiative on Digital Libraries (CIDL)
Description: The Canadian Initative on Digital Libraries (CIDL) is an alliance of Canadian libraries that recognize the growing importance of digital information. By collaborating, these libraries ensure better use of digital information and better service to their users. ***Topics:*** General information on the Initiave including minutes of Steering Committee and Sub-committee meetings; joint projects agreements; bylaws; background documents; Web site. ***Program Record Number:*** NLC 015 NIP

Union Catalogues
Description: Information on the monograph and serial holdings of Canadian libraries; foreign and Canadian official publications are included. All formats of material are listed. ***Topics:*** Holdings of Canadian libraries. ***Access:*** Arranged by author. ***Storage Medium:*** Card catalogue; after April 1980, in machine-readable databases. ***Program Record Number:*** NLC ABS 090

User Support
Description: Information on user documentation, training, set-up, support and communications; coordinating access authorization and service administration for both internal and network system services; promoting ITS services and programs and supporting end-user computing. ***Topics:*** User liaison, assessment, documentation, training, federal library user-computing support service, promotion of NLC Services and programs, services to NLC. ***Program Record Number:*** NLC ITS 150

Personal Information Banks

Access to Information and Privacy Requests
Description: This bank contains the access to information and personal information request forms or letters sent by individuals, the replies to such requests and information related to their processing. ***Class of Individuals:*** Individuals requesting access to information. ***Purpose:*** To process access requests. ***Consistent Uses:*** To compile statistics. ***Retention and Disposal Standards:*** Retained for two years after resolution and then destroyed. ***TBS Registration:*** 003187 ***Bank Number:*** NLC PPU 025

Client Information
Description: This computerized data bank contains information on individuals who wish to use the National Library's research facilities, collections and services. It includes the client barcode number, client name, affiliation, address, telephone number, research topic, National Library user card number and expiration date, and the number of the locker or study room assigned to the patron, if applicable. ***Class of Individuals:*** Individuals whose research requires the use of the facilities, collections and services of the National Library. ***Purpose:*** The bank was established to identify users of the National Library's research facilities, collections and services, to prepare user cards, to survey research use and to compile statistics. ***Consistent Uses:*** To profile users of the National Library, to identify research topics, to analyse trends in information needs and to control the circulation of material. Clients require a National Library barcode number to access the Library's collections and on-site services. ***Retention and Disposal Standards:*** All patron records since 1995 are permanently retained. ***TBS Registration:*** 002278 ***Bank Number:*** NLC PPU 010

Online Search Request
Description: This bank contains files of online search request forms completed for queries which have required computerized database searching on a particular subject. It provides client's name and affiliation, mailing address, telephone number and details of topic(s) searched. Service charges are also indicated. ***Class of Individuals:*** Libraries or individuals whose research requires the use of the online facilities of the National Library. ***Purpose:*** To retain a profile of our clients' online subject requirements. ***Consistent Uses:*** To enable staff to retrieve information about previous requests. ***Retention and Disposal Standards:*** Records are kept for five years and then sent

to the National Archives of Canada for disposal. ***TBS Registration:*** 003512 ***Bank Number:*** NLC PPU 005

Reference Enquiries
Description: This bank contains requests for reference information received either in person, by telephone, or through regular and electronic mail. It provides client's name, telephone number, affiliation, specific inquiry and the response. Address/fax are also noted, as required. ***Class of Individuals:*** Libraries and researchers. ***Purpose:*** To maintain a record of reference requests received by the National Library's Research and Information Services to conduct surveys as needed. ***Consistent Uses:*** To compile statistics. ***Retention and Disposal Standards:*** Forms are kept for one year and then sent to the National Archives of Canada for disposal. ***TBS Registration:*** 002279 ***Bank Number:*** NLC PPU 015

Reference Query Log (REFLOG)
Description: This database contains brief information on written and online search requests. It provides the client's name, city, country and subject of search. ***Class of Individuals:*** Libraries and clients. ***Purpose:*** REFLOG is used to compile monthly statistics and monitor/control response time. ***Consistent Uses:*** REFLOG is also used to trace either the original written request and answer provided or the complete information on the online search request form. ***Retention and Disposal Standards:*** Database records are kept for ten years and then entries are deleted. ***TBS Registration:*** 003186 ***Bank Number:*** NLC PPU 020

Manuals

- Access AMICUS – Broadening and Narrowing Searches
- Access AMICUS – Libraries in Central Canada
- Access AMICUS – Libraries in Eastern Canada
- Access AMICUS – Libraries in Western & Northern Canada
- Access AMICUS – Practice
- Access AMICUS – Quick Reference Guide
- Access AMICUS Help
- AMICUS Cataloguing – MARC Reference
- AMICUS Cataloguing – Quick Reference Guide
- AMICUS Cataloguing – Training Guide
- AMICUS Search – Broadening and Narrowing Searches
- AMICUS Search – Exercises
- AMICUS Search – Participant's Manual
- AMICUS Search – Quick Reference Guide
- AMICUS Search – Trainer's Manual
- Annotations Manual
- Canadian CIP (Cataloguing in Publication) Manual
- Canadian ISBN Agency
- Canadian Theses Service Procedures
- Circulation Section Manual
- Collection Development Policy of the National Library of Canada
- Communications Manual
- Computerized Information Service Manual
- Council of Federal Libraries By-Laws and Decisions
- Desk and Telephone Procedures Manual
- Government Library Survey Recommendations, 1974
- Guidelines for reporting Machine-Readable accessions to the National Library's Union Catalogue
- Guidelines for reporting to the National Library's Union Catalogue
- ILL Basic Search Manual
- ILL In-depth Search Manual
- Information Classification and Designation Guide
- Interlibrary Loan Generic Script User Guide
- Interlibrary Loan Services of the National Library of Canada
- ISBN User's Manual
- ISMN User's Manual
- ISSN Manual (International Standard Serial Number) (ISSN)
- Music Division Policies and Procedures
- National Library Descriptive Cataloguing Manual
- NLNET User's Guide
- Official publications manual
- Periodicals Section Manual
- Records Management File Classification Manual
- Serials Records Section Manual
- Service Group Procedures Manual (English only)
- Statistics Manual
- Symbols and Interlibrary Loan Policies in Canada
- Systems Assurance Manual
- UCSS Infosystem Guide
- Using Access AMICUS
- Using AMICUS
- Written Reference Request Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for information about the services of the National Library should be addressed to a specific branch

or service or to a librarian at any public, academic, government or special library in Canada.

Researchers may use the National Library's services at:

395 Wellington Street
Ottawa, Ontario
K1A 0N4

(613) 995-9481

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to:

Public Programs
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

(613) 992-9988

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

395 Wellington Street, 2nd floor
Ottawa, Ontario.

National Museum of Science and Technology

Chapter 89

General Information

Background

The National Museum of Science and Technology (NMST), a Crown Corporation, was established in 1990 by the Museums Act.

Responsibilities

The purpose of the Corporation, as defined in the Act, is to foster scientific and technological literacy throughout Canada by establishing and maintaining a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society. It consists of three interpretive centres: the National Museum of Science and Technology (SAT), the National Aviation Museum (NAM) and the Agriculture Museum (AGR).

Legislation

- Museums Act, 1990

Organization

♦ Collection and Research

The Collection and Research Branch is responsible for collecting, preserving, recording, understanding and communicating the processes of discovering, creating, inventing, manufacturing and employing science and technology and the effects these processes have on Canadian society.

♦ Corporate Development Division

The Corporate Development Division is responsible for generating resources (including money, goods and services) in order to augment the corporation's appropriated federal budget in support of its mandate and corporate objectives. Resources are generated through sponsorship, fundraising and membership programs aimed at the private sector and the general public.

♦ Corporate Services Branch

Corporate Services is responsible for providing support, functional direction and control to management, and ensuring the Museum operates effectively, efficiently and economically in accordance with legislative requirements, sound business practices and ethical management standards. Offer services in the areas of finance, administration, human resources, facilities, protection, commercial operations, policy development and internal audit.

♦ Directorate

The Directorate is responsible for the direction of the museum and the management of all its activities, resources and outputs. It Includes the office of the Corporate Secretary which provides a support function for the Director and the Board of Trustees.

♦ National Aviation Museum

The National Aviation Museum is responsible for preserving, demonstrating and interpreting for present and future generation the development of Canadian and world aviation, both civil and military and illustrating the past and continuing contribution of aviation to the evolution of the social, economic and built fabric of Canada.

♦ Public Programmes

The Public Programmes Branch is responsible for fostering scientific and technological literacy throughout Canada by demonstrating the products and processes of science and technology, as well as their economic, social and cultural relationships with society, with special, but not exclusive reference to Canada. It includes the Communication and Promotion division which serves the Corporation.

Information Holdings

Program Records

Collections and Acquisitions
Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. ***Topics:*** Communication and space; Energy and non-renewable resources; Agriculture and Renewable resources; Aviation; Industrial technology; Physical Science and Emerging Technology; Transportation; Domestic Technology. ***Program Record Number:*** STM STA 005

Communications / Marketing / Promotions
Description: Information on various activities regarding Communications, Marketing and Promotions. ***Topics:*** Marketing; promotion; advertising along with fund raising, sponsorship; memberships and visitor services programs. ***Program Record Number:*** STM STA 010

Conservation
Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of

correct handling and packaging procedures for their transportation. ***Topics:*** Communication and Space, Energy and non-renewable resources; Agriculture and Renewable resources; Aviation Industrial technology; Physical Science and Emerging Technologies; transportation; domestic technology. ***Program Record Number:*** STM STA 015

Exhibition

Description: Information on exhibition, information collection and public opinion research. ***Topics:*** Correspondence relating to the proposal and the planning of permanent, temporary, travelling and visiting exhibitions. ***Program Record Number:*** STM STA 020

Loans

Description: Information on incoming and outgoing loans for exhibitions and for special events. ***Topics:*** Communication and space; Energy and non-renewable resources; Agriculture and Renewable resources; Aviation; Industrial technology; Physical Science and Emerging Technology; Transportation; Domestic Technology. ***Program Record Number:*** STM STA 025

Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the National Museum of Science and Technology and the National Aviation Museum. ***Class of Individuals:*** Individuals with which the National Museum of Science and Technology deals, in relation to collecting. ***Purpose:*** To maintain complete information about objects collected or collectable by the National Museum of Science and Technology and the National Aviation Museum. The information is classified by objects. ***Consistent Uses:*** Determination of value of objects for income tax or insurance purposes. ***TBS Registration:*** 001678 ***Bank Number:*** STM PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the Corporation. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Management Services Record Office. ***Class of Individuals:*** Information relates to individuals from the private sector under contract for services to NMST and NAM. ***Purpose:*** For contracting services. ***Consistent Uses:*** To maintain information on all service contracts entered into by NMST and NAM. ***Retention and Disposal Standards:*** Six fiscal years, then destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 000377 ***Bank Number:*** STM PPU 010

Individual Requests Under the Privacy Act

Description: This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Privacy Act. ***Purpose:*** For processing such requests and for compiling statistics relating to them. ***Retention and Disposal Standards:*** Two years after last action. ***PAC Number:*** 86-001 ***TBS Registration:*** 001680 ***Bank Number:*** STM PPU 030

Mailing Lists

Description: This bank contains the names, addresses and telephone numbers, organized by areas of specialities or interest. ***Class of Individuals:*** Public, media, academics, professionals, museological associations, etc. ***Purpose:*** To communicate and promote our Museums programs, services and special activities. ***Consistent Uses:*** To inform and distribute materials to individuals and groups of interest. ***Retention and Disposal Standards:*** Disposed of when requested to change of address and returned mail no longer meet the purpose for which it was collected. ***PAC Number:*** 86-001 ***TBS Registration:*** 002769 ***Bank Number:*** STM PPU 015

Memberships

Description: This bank contains the names, addresses, telephone numbers and credit card number of members. ***Class of Individuals:*** General public ***Purpose:*** The purpose of this bank is to maintain a record of members, their preferences and special interests for museum related programs and activities. ***Consistent Uses:*** This bank is used to maintain and renew memberships, and to seek new members. ***Retention and Disposal Standards:*** Destroyed two years after last administrative action. ***PAC Number:*** 86-001 ***Related to PR#:*** STM STA 010 ***TBS Registration:*** 003912 ***Bank Number:*** STM PPU 040

Requests from Federal Investigative Bodies

Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. ***Class of Individuals:*** Individuals being investigated by federal investigative bodies. ***Purpose:*** To meet the requirements of the Act. ***Consistent Uses:*** Compiling statistics relating to requests from federal investigative bodies. ***Retention and Disposal Standards:*** Two years after last action. ***PAC Number:*** 86-001 ***TBS Registration:*** 000379 ***Bank Number:*** STM PPU 025

Requests Under the Access to Information Act

Description: Contains formal requests made under the Access to Information Act by individuals for access to

records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. ***Class of Individuals:*** Individuals requesting information under the Access to Information Act. ***Purpose:*** To process requests. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Two years after last action. ***PAC Number:*** 86-001 ***TBS Registration:*** 000378 ***Bank Number:*** STM PPU 020

Volunteers
Description: This bank contains the names of volunteers who have offered to assist with various activities or events. The addresses, telephone numbers and preferred tasks are also included. ***Class of Individuals:*** General public ***Purpose:*** The purpose of this bank is to maintain a record of volunteers, their preferences for volunteer activities or events. ***Consistent Uses:*** This bank is used to select volunteers for suitable placement in support of NMSTC activities or events and to record their participation. ***Retention and Disposal Standards:*** Destroyed two years after last administrative action. ***PAC Number:*** 86-001 ***Related to PR#:*** STM STA 010 ***TBS Registration:*** 003911 ***Bank Number:*** STM PPU 035

Classes of Personal Information

Some NMST and NAM files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NMST and NAM collections, programs and services, information and advice given to individuals by NMST or NAM employees about museums and museum objects.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, NMST and NAM would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the SAT or NAM.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- Corporate Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation, its components, and its various programs and functions may be directed to:

Communications and Promotion
National Museum of Science and Technology
1867 St. Laurent Boulevard
P.O. Box 9724, Station T
Ottawa, Ontario
K1G 5A3

(613) 991-3046

Reading Room

The Corporation's libraries have been designated under the Access to Information Act as public reading rooms. The addresses are:

Library
National Museum of Science and Technology
2380 Lancaster Road
Ottawa, Ontario

Library
National Aviation Museum Building
11 Aviation Parkway, building 194
Ottawa, Ontario

National Parole Board
Chapter 90

General Information

Background
The National Parole Board, part of the criminal justice system, was created by the Parole Act in 1959.

Responsibilities
The National Parole Board is an agency within the Ministry of the Solicitor General. Board members are appointed by the Governor in Council (Cabinet) to offices in the Atlantic, Quebec, Ontario, Prairies, and Pacific regions and to the Appeal Division at the national office in Ottawa. The national office also houses Legal Services, Corporate Services, Policy, Planning and Operations, Performance Measurement, and the Clemency and Pardons Division.

The Corrections and Conditional Release Act empowers the National Parole Board to make conditional release decisions for offenders in federal penitentiaries, territorial, and provincial prisons in those provinces which have not established their own Board of parole. Ontario, Quebec, and British Columbia maintain parole boards for offenders serving sentences of less than two years in their provincial institutions.

The National Parole Board has adopted policies to guide Board members in making decisions; the Board uses information from police, prosecutors, psychiatrists, judges, officers of the Correctional Service of Canada, the offender, victims and others to assess risk. Most conditional release decisions are made after Board members hold a hearing with the offender. Some decisions are reached simply after a review of an offender's file.

The Criminal Records Act allows the Board to issue, grant, refuse to grant or revoke pardons for convictions under federal acts or regulations.

If a pardon is in force, any federal agency or department that has records of convictions must keep the records of those convictions separate. They may not disclose the information in the record without permission from the Solicitor General of Canada.

Legislation
- Corrections and Conditional Release Act and Regulations
- Criminal Code
- Criminal Records Act
- Prisons and Reformatories Act

Organization

Executive Director
The Executive Director is responsible for advising the Chairman on all matters related to the Board's mandate, for providing leadership to the five regions as well as the staff functions providing support and policy direction to the organization.

♦ Chairman and Vice-Chairperson
The Chairman is the chief executive officer, responsible for all National Parole Board matters. Reporting directly to the Chairman are the Executive Vice-Chairperson; Executive Director, the Vice-Chairperson of the Appeal Division and the Vice-Chairpersons in the Board's regional offices in Moncton, Montreal, Kingston, Saskatoon, and Abbotsford; the legal Counsel and the Director of Communications.

♦ Director, Corporate Services
The Director is accountable for overall planning, coordination and direction of the National Parole Board's Corporate Services functions including Finance, Human Resources, Procurement, Security, Administration, Informatics and Records Management.

♦ Director, Performance Measurement
The Director is responsible for providing the National Parole Board with an independent and objective assessment of its performance and recommendations for its improvement and provides statistics to support the management and improvement of programs.

♦ Director, Policy, Planning and Operations
The Director Policy, Planning and Operations, is accountable for the establishment of the broad policy framework governing the national operations and administration of the National Parole Board's (NPB) conditional release and clemency and pardons programs and for its contribution to major reviews and amendments to the Canadian Justice System legislation and operations. The incumbent is also accountable for the Board's strategic and operational planning processes and for providing broad functional advice and directions for regional operations, and for ensuring the conduct of research.

♦ Director, Professional Development and Decision Processes
The Director is responsible for development and support of Board member appointment and appraisal processes as well as the development and implementation of Board member training and development. The Director is also accountable for managing the process of granting

pardons as well as supporting the Clemency and appeal process and the case audit and investigation functions.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policies
Description: Information on National Parole Board policies and procedures regarding the Access to Information Act and the Privacy Act. ***Topics:*** Policy, procedures and report files; access to information and privacy information bank files; updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. ***Program Record Number:*** NPB NPB 050

Clemency – Criminal Records Act
Description: Information on inquiries and investigations in response to requests for pardon under the Criminal Records Act. ***Topics:*** Eligibility; hearings and submissions; investigations; notifications. ***Program Record Number:*** NPB NPB 015

Clemency – General
Description: General information related to clemency. ***Topics:*** Legal matters; statistics. ***Program Record Number:*** NPB NPB 010

Clemency – Royal Prerogative of Mercy
Description: Information on inquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. ***Topics:*** Inquiries; investigations; amnesty; submissions. ***Program Record Number:*** NPB 020

Operations – General
Description: Information on the general operations of criminal justice correctional matters. ***Topics:*** Criminal records; incarcerations; offenses; offender management; rehabilitation; research and statistics. ***Program Record Number:*** NPB NPB 005

Parole – Eligibility
Description: Information on the eligibility of offenders to be released on day parole, full parole or temporary absence. ***Topics:*** parole eligibility after revocation or termination; day parole; temporary absences. ***Program Record Number:*** NPB NPB 030

Parole – General
Description: Information on the release of offenders on parole, statutory release, and temporary absences. ***Topics:*** agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation. ***Program Record Number:*** NPB NPB 025

Parole – Release and release programs
Description: Information on aspects of the release of offenders on full parole, day parole, or temporary absences, as well as the terms and conditions of parole. ***Topics:*** Day parole; deportation; programs and projects general, special, release; temporary absences; terms and conditions. ***Program Record Number:*** NPB NPB 035

Parole – Reviews
Description: Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and, if either is granted, the date on which it takes effect. ***Topics:*** Board reasons – federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation. ***Program Record Number:*** NPB NPB 040

Parole supervision – violations
Description: Information on the supervision and violation of parole, statutory release, apprehension of the released offender and recommittal. ***Topics:*** Apprehension and recommittal; statutory release; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; detention past release date. ***Program Record Number:*** NPB NPB 045

Personal Information Banks

Access requests files
Description: This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. ***Class of Individuals:*** Individuals requesting access to information under the Privacy Act and the Access to Information Act. ***Purpose:*** This information is used for processing requests made under the Privacy Act and the Access to Information Act. ***Consistent Uses:*** This information may be used for research, statistical, program monitoring and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a Court action. ***Retention and Disposal Standards:*** The records are retained for two years after all actions have been completed. ***PAC Number:*** 85-018 ***Related to PR#:*** NPB NPB 005 ***TBS Registration:*** 000508 ***Bank Number:*** NPB PPU 015

Information disclosed to investigative bodies
Description: This personal information bank contains copies of the written requests or Treasury Board forms 350-56(83/2) (Request for Disclosure to Federal Investigative Bodies) forwarded by investigative bodies listed in schedule II of the Privacy Regulations to the National Parole Board under paragraph 8(2) (e) of the

Privacy Act. These nation-wide requests are made for the purpose of law enforcement. This bank also contains the replies to such requests and information related to their processing. ***Class of Individuals:*** Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes or municipal by-laws. ***Purpose:*** This information was compiled in compliance with the Privacy Act to enable the National Parole Board to account for the number of requests under paragraph 8(2) (e) of the Privacy Act. ***Consistent Uses:*** This bank enables the Privacy Commissioner to audit the procedures utilized, as set out in Treasury Board Guidelines .3.7.5. It is used to verify the conditions of information disclosure to federal investigative bodies under paragraph 8(2) (e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests from investigative bodies received annually. ***Retention and Disposal Standards:*** Information in this bank is retained for two years after a case is resolved. ***Related to PR#:*** NPB NPB 050 ***TBS Registration:*** 002505 ***Bank Number:*** NPB PPU 020

Pardon and Clemency case files

Description: This bank contains the following information: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; appraisals and recommendations and decisions from NPB and/or Correctional Service of Canada staff; records of Board members recommendations and decisions and related documentation; memoranda and letters from other agencies, government departments and the general public. Social insurance numbers (SIN) are found in this bank in the cases of military personnel who request pardons from the Board, since the Department of National Defence (DND) used to use the SIN as a personal identifier for its personnel. Board usage of SINs is dependent on DND usage. ***Class of Individuals:*** Individuals who have applied to the National Parole Board for a pardon under the Criminal Records Act or an act of clemency under section 110 of the Corrections and Conditional Release Act pursuant to the Letters Patent or sections 749 and 750 of the Criminal Code. Records may also contain personal information on individuals other than the individual for whom a file was opened, e.g. the individual's family, friends or representatives. ***Purpose:*** To determine eligibility and suitability for the awarding of a pardon or other act of clemency or for revocation of a pardon. ***Consistent Uses:*** To fulfil its legislative mandate, the National Parole Board gathers a great deal of personal information about applicants under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. However, unless the pardon was subsequently revoked, personal information banks containing files of individuals who have been granted a pardon are kept separate and the content cannot be disclosed to any person without the prior approval of the Solicitor General of Canada who, before granting such approval, has to be satisfied that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities. ***Retention and Disposal Standards:*** Pardon – for premature requests, files are kept for 2 years; for discontinued requests, files are kept for 2 years after the last contact with the applicant; for pardon granted, files are kept for 25 years after administrative activity ceases or 1 year after the death of the subject is confirmed by the RCMP; for pardon revoked files are kept for 5 years following the last administrative action; for pardons denied (all types) (except conditional pardon early CRA) – 10 years after last contact with applicant; for pardons denied – conditional pardon (early CRA) – 5 years after last administrative activity; for pardons cease to exist – 5 years after administrative activity ceases. Royal Prerogative of Mercy – files are kept for a period of 25 years following the last administrative action or 1 year after the death of the subject is confirmed by the R.C.M.P. Once the retention periods are satisfied, Pardon case files are destroyed. Clemency files (RPM) are retained by National Archives of Canada for historical value. ***PAC Number:*** 85-018 ***Related to PR#:*** NPB NPB 010, 015, 020 ***TBS Registration:*** 000507 ***Bank Number:*** NPB PPU 010

Parole Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; progress reports, appraisals and recommendations from staff of penal institutions and parole offices; records of Board decisions and related documentation; warrants and certificates; memoranda and letters from other agencies, government departments and the general public; and electromagnetic cassette tapes of hearings with offenders. ***Class of Individuals:*** Individuals who are serving or who, at one time, were serving a sentence of imprisonment in a federal penitentiary; individuals who are serving or who, at one time, were serving a sentence of imprisonment in a provincial institution and applied for parole to the National Parole Board. These records may also contain personal information on individuals other than the individual for whom a file was created, e.g. the individual's family, friends or representatives. ***Purpose:*** Parole case files are used by the National Parole Board in accordance with the provisions of the Corrections and Conditional Release Act and other relevant statutes, to determine eligibility and suitability of offenders for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set conditions of all types of conditional releases including statutory release and to review performance on such releases; to consider

modifying or reducing conditions of release; to review cases to order detention past their presumptive release date. ***Consistent Uses:*** To fulfil its legislative mandate, the National Parole Board is provided with a great deal of personal information about offenders under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including, the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. In addition, the significant public education role that the Board has to play and the wish to demonstrate to the public the fairness of its decisions, allows the general public, where legitimate reasons exist, to be informed of decisions concerning offenders currently under its jurisdiction as well as the general reasons supporting these decisions. However, the information shared under these circumstances is either factual and/or publicly available, and is general enough to ensure sufficient protection against any invasion of privacy of the individual to whom the information pertains. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities. ***Retention and Disposal Standards:*** Records are kept for 10 years after Warrant Expiry Date and destroyed thereafter. Records deemed to be of historical value are retained by the National Archives of Canada. Hearing tapes are retained as follows; all hearing tapes for 2 years after their last administrative use; or until there is a further hearing, if one has not been held within 2 years; and until warrant expiry date when the hearing resulted in the release of the offender; and until 2 years after warrant expiry date when considered necessary by the Regional Director or Regional Manager in cases where an investigation has been ordered, it is reasonable to believe that there may be a further interest in the recording, or it may assist administrative functions of the Board. ***PAC Number:*** 85-018 ***Related to PR#:*** NPB NPB 025, 030, 035, 040 ***TBS Registration:*** 000506 ***Bank Number:*** NPB PPU 005

Manuals

- Criminal Records Act Procedures Manual
- Policy and Procedures Manual
- The Administrative agreement between the National Parole Board and the Correctional Service of Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Communications Division

National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
(613) 954-6549

Reading Room

In accordance with the Access to Information Act, areas in the regional offices have been designated as public reading rooms. The addresses are:

National Office
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
(613) 991-2930

Atlantic Region

1045 Main Street, 1st Floor, Unit 101
Moncton, New Brunswick
E1C 1H1
(506) 851-6345

Ontario Region

516 O'Connor Drive, Suite 100
Kingston, Ontario
K7P 1N3
(613) 634-3857

Pacific Region

Room 305, 32315 South Fraser Way
Abbotsford, British Columbia
V2T 1W6
(604) 870-2468

Prairie Region

6th Floor
101 – 22nd Street East
Saskatoon, Saskatchewan
S7K 0E1
(306) 975-4228

Quebec Region

Guy Favreau Complex
West Tower, 2nd Floor, Suite 203
200 René Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-4584

National Research Council Canada

Chapter 91

General Information

Background

Operating under the National Research Council Act, the National Research Council of Canada (NRC), as the principal research agency of the federal government, carries out a wide spectrum of activities which include the performance of scientific and engineering research in response to national, economic and social needs; the provision of direct financial and technical assistance to industry; the establishment and maintenance of standards; the provision of national scientific and technological facilities for industry and the universities; and the operation of a nationwide network of scientific and technical information services.

Responsibilities

In pursuing the above activities, the Council, on occasion, is involved in the collection and use of personal information. Details of those instances where the information is used to make administrative decisions affecting the individual are described under Personal Information Banks – General Public. Persons wishing access to their own records should include their full name and address, and any additional information specified in each information bank. Where no additional information is indicated, only the full name and address are required.

Personal information in NRC files that is not used for administrative purposes and is normally neither organized nor retrieved by personal identifiers is outlined in the Classes of Personal Information section.

Legislation

- National Research Council Act

Organization

Executive Offices

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council. The President is assisted by two Vice-Presidents for Research, and for Technology and Industry Support respectively.

Included in the Executive Offices is the Office of the Secretary General / Director General Corporate Services. This office includes the Executive Offices Secretariat, and the Corporate Services Function.

The Executive Offices Secretariat supports the operations of NRC's executive offices in day to day activities such as ministerial and parliamentary relations, executive correspondence and support for NRC's Council and corporate committees. It is also responsible for conflict of interest as well as access to information and privacy policy support, and research ethics and review.

The Corporate Services function includes the planning, external and business relations, and communications efforts undertaken in support of NRC and its managers. This element is divided into three business lines, in the following areas: Business Relations, including Intellectual Property Services, and Market Research and Business Strategies; Communications and External Relations; Planning and Assessment, including Corporate Strategies, Corporate Planning Operations, and Audit and Evaluation.

National Research Council Institutes

♦ Biotechnology Research Institute (Montreal)

The Biotechnology Research Institute (BRI) conducts research in biochemical and molecular engineering in close collaboration with industry, universities and public research agencies. The objective is to establish a strong national program in biotechnology R&D that will have extensive and eventually dominant private sector involvement.

The Institute houses one of the nation's largest facilities for pilot-scale R&D, giving Canadian industry unique access to technical expertise and state-of-the-art equipment. Dozens of projects are in progress with industry and university partners in areas such as biosensor development, anaerobic waste water purification systems, computer programs for protein design, and the culture of mammalian cells.

♦ Canada Institute for Scientific and Technical Information (Ottawa)

The Canada Institute for Scientific and Technical Information (CISTI) is this country's largest scientific, technical and medical information resource, serving industry, governments, universities, and individuals with a need for specialized information. Services are based on a comprehensive collection of published information and the expertise of information specialists.

CISTI provides customized literature searches, access to specialized databases, reference services and referrals to experts and current awareness services.

CISTI responds to nearly half a million requests for copies of articles, reports, conference papers, and books annually. Industry is its largest client with government being second, followed by academia and health care facilities.

To promote Canada's international presence in science and technology, CISTI offers scientists and engineers from

Canada and elsewhere, journals of high quality in which to communicate their work to their peers and other interested communities.

NRC publishes 14 primary Research Journals: the Canadian Journals of Botany, Chemistry, Civil Engineering, Earth Sciences, Fisheries and Aquatic Sciences, Forest Research, Physics, Microbiology, Physiology and Pharmacology, Zoology, the Canadian Geotechnical Journal, Biochemistry and Cell Biology, Genome, and Environmental Reviews.

These highly cited publications feature top quality refereeing and excellent technical production, and attract international contributions and subscriptions. Eight rank in the top 13 per cent of the world's science literature as measured by total citations.

♦ Canadian Hydraulics Centre (Ottawa)

The Canadian Hydraulics Centre offers physical and numerical modeling and analysis services to the engineering community in the general field of hydraulics, specializing in coastal engineering, environmental hydraulics, and cold regions technology.

♦ Centre for Surface Transportation Technologies (Ottawa)

CSTT offers its clients unique expertise and facilities to improve the productivity, competitiveness, reliability and safety of rail and road transportation equipment and systems. Expertise includes engineering research and development, computer modeling and analysis, field evaluation, climatic simulation, and vehicle performance certification. Highlights of CSTT's work include large improvements to railway wheels and rails, discovery of tank car failure mechanisms, and performance evaluation and improvement of railway passenger coaches, municipal buses, and farm equipment built in Canada for export..

♦ Herzberg Institute of Astrophysics (British Columbia)

As a mandated responsibility, the Herzberg Institute of Astrophysics operates and maintains astronomical observatories as national facilities which are made available to scientists across the country. These are the Dominion Astrophysical Observatory in Victoria and the Dominion Radio Astrophysical Observatory in Penticton, British Columbia. In addition, the Canada-France-Hawaii Telescope atop Mauna Kea in Hawaii, is operated as an international partnership of the National Research Council, France's Centre national de la recherche scientifique and the University of Hawaii, as is the James Clerk Maxwell Telescope, operated by NRC, the United Kingdom and the Netherlands, also in Hawaii.

In support of its mandate, the Institute carries out research in astronomy, solar terrestrial physics, and develops new techniques and instrumentation for collecting and assessing data in these fields.

♦ Industrial Materials Institute (Boucherville, Quebec)

The Industrial Materials Institute (IMI) assists Canadian companies to become more competitive in national and international markets by conducting research and development activities in the area of materials processing. IMI has nearly 150 employees, including 125 scientists, engineers and technicians, and works in close cooperation with the industry, universities and government through the creation of technology groups, consortia and joint research projects.

IMI's expertise is valuable to all industrial sectors where materials play a role, from raw materials producers, through instrumentation and equipment suppliers, to semi-finished and finished product manufacturers. The Institute's activities deal with metals, polymers and ceramics as well as their composites and alloys, and the multidisciplinary expertise focuses on:

- Process Modeling and Optimization (development and experimental validation of process modeling software)
- Process Development (development and upgrading of processes optimizing microstructure to obtain higher performance materials) and
- Process Instrumentation (development and use of optical and ultrasound sensors for process and quality control).

IMI possesses extensive state-of-the-art equipment which helps bring new technologies on line. These facilities, some of which are unique in Canada, are available to the industry so it can pursue its own experimental development work.

♦ Industrial Research Assistance Program (Offices across Canada)

The Industrial Research Assistance Program (IRAP) helps Canadian companies to develop and exploit technologies. IRAP's support stimulates R&D within Canadian firms and allows them to build their technical knowledge and expertise. This support is tailored to assisting firms in meeting the challenges of a changing and competitive economy.

IRAP is founded upon a national network of some 255 Industrial Technology Advisors who are situated in more than 90 communities across Canada. These officers provide technical advice and assistance to Canadian firms. IRAP can also provide limited funding for technically risky projects, where appropriate.

Through IRAP, companies can access the full range of resources available through a unique technology network, involving specialized technology centres, as well as NRC laboratories, federal departments, provincial research organizations, universities and colleges, and other professional bodies.

♦ Institute for Aerospace Research (Ottawa)

The Institute for Aerospace Research (IAR) performs research and applies technology in the fields of aerodynamics, structures and aerospace materials, flight systems, and propulsion technologies for clients, and collaborators which include aerospace manufacturing industries, government departments and universities.

Research activities are directed toward the development of solutions and advancing technologies critical to Canada's industrial competitiveness and to issues addressing public safety, security and protection of the environment.

Major test facilities are available to outside agencies on a cost-recovery or collaborative basis. These include seven wind tunnels of various sizes and wind speeds, experimental aircraft, facilities for structural and engine testing, a Flight Recorder Playback Centre, and flight impact and intense noise facilities. Considerable effort is directed toward development of advanced testing techniques and equipment which attract customers from around the world.

♦ Institute for Biodiagnostics (Winnipeg)

The Institute for Biodiagnostics, located in Winnipeg, carries out research to develop techniques and instrumentation for improved diagnosis of disease and monitoring of therapy in humans. Research is performed in partnership with medical schools, universities, other institutes, instrument manufacturers and the pharmaceutical industry. The technology developed as a result of research in the Institute is transferred to the medical instrument industry and medical practice. Research areas include biosystems, magnetic resonance technology, spectroscopy and informatics. Techniques are developed to model and characterize normal and disease states in humans. The principal areas of research are cancer, heart disease, and stroke.

Magnetic resonance technology focuses on development of magnets, spectrometer systems and pulse sequences for localized spectroscopy. A 3 Tesla MR spectrometer/imager is currently being developed. Infra-red spectroscopy is used to investigate the molecular basis of structural changes underlying the transformation from healthy to disease states. Mathematical methods and computer software are developed for the improved analysis of instrumentally derived data for medical diagnosis and evaluation of therapy.

♦ Institute for Biological Sciences (Ottawa)

The Institute collaborates with industries, universities, research hospitals, and other government departments.

The Institute's innovative research, related primarily to mammalian systems, has resulted in novel techniques for the development of diagnostic and therapeutic agents and methods.

The Institute for Biological Sciences (IBS) focuses on cell biology and immunochemistry to achieve economic impacts through research and development on neurodegenerative diseases and vaccines, diagnostics and immunotherapeutics in partnership with the human and animal health sectors.

♦ Institute for Chemical Process and Environmental Technology (Ottawa)

With core capabilities in chemical sciences and engineering, as well as outstanding research facilities, NRC's Institute for Chemical Process and Environmental Technology (ICPET) focuses its expertise in the areas of process and materials chemistry, process technology and related environmental technology.

Evolving from two previous institutes at NRC, the Institutes for Envrionmental Chemistry and Environmental Research and Technology, ICPET continues to advance and expand its well-founded R&D capabilities in polymer membranes, materials research and surface analysis, electrosynthetic and electrochemical processes, liquid and gas separations, atomizer and spray technology and particulate waste treatment and reduction – with a view to helping manufacturing and industry clients optimize their process operations and reduce the impact of these operations on the environment.

♦ Institute for Information Technology (Ottawa)

The Institute for Information Technology (IIT) takes advantage of its expertise in information technology (IT) as a critical enabling factor in the development of technologies with a wide range of applications.

IIT's seven research groups include human-computer interaction, interactive information, integrated reasoning, photonic systems, seamless personal information networking, software engineering, and visual information technology. The capabilities gained from these areas of research are applied in collaboration with the information technology suppliers to Canadian business.

Background studies on the competitive positioning of Canadian industry have demonstrated that the telecommunications and software industries have a particularly strong technological capacity and that private funding of research in these fields is considerably higher than in other sectors of the economy. Therefore and to maximize the impact of its activities, IIT concentrates its efforts on providing IT expertise in research where there is a demonstrated need, and clear potential for wealth generation for the Canadian economy.

♦ Institute for Marine Biosciences (Halifax)

The Institute for Marine Biosciences (IMB) pursues a highly focussed program in marine biotechnology aimed at deriving economic benefit from aquaculture and from other products from marine organisms. Its mandate is national in scope.

IMB's research program, which is divided into two sections (Marine Biology and Marine Chemistry), focusses on fish, shellfish, and seaweed biology; hatchery microbiology; seafood safety, particularly with respect to toxic phytoplankton; bioorganic chemistry; biochemistry; microscopy; molecular biology, particularly large-scale DNA sequencing and computer analysis of sequence data; and advanced mass spectrometry and separation science. Through the Marine Analytical Chemistry Standards Program (MACSP), IMB produces certified standards and reference materials for use in analytical laboratories worldwide.

The Institute provides innovative, multi-disciplinary research and problem solving to a broadly based client and collaborator community. Key industrial sectors include aquaculture and fisheries, pharmaceuticals, agrochemicals, scientific instrumentation manufacturers, and analytical laboratories servicing the environmental and seafood safety sectors.

♦ Institute for Marine Dynamics (St. John's, Newfoundland)

Since its official opening in 1985, in St. John's, the Institute for Marine Dynamics (IMD) has developed internationally recognized facilities and expertise in the field of oceans engineering research and development. The Institute is a leading centre of expertise in three areas: Offshore Engineering, Marine Systems and Advanced Ocean Technologies.

A number of high value-added global niche markets in Ocean Technology (OT) have emerged in recent years in which small, innovative Canadian firms are competitive. OT firms specialize in fields such as cold ocean environmental engineering, subsea systems, and ocean information systems with applications in the oil and gas, and ocean transport sectors.

Within this context, IMD therefore increasingly concentrates its efforts on enhancing the competitiveness of the emerging OT sector in Canada, as well as the offshore oil and gas and marine transportation sectors. The Institute also plays an important role in collaboration with other government departments in ocean environmental protection, marine defence, and ocean transport safety systems. It also works with other NRC institutes to serve Canada's ocean technology community.

♦ Institute for Microstructural Sciences (Ottawa)

In large part, the Institute for Microstructural Sciences (IMS) operates on the leading edge of R&D for the information technologies, telecommunications equipment and instruments sectors. Its focus is on optoelectronics and photonics in telecommunications, microelectronics, systems requiring advanced components, equipment and instrumental analysis and control, and computer hardware systems. It works with the Canadian industrial community to provide a critical mass in R&D through directed research projects, joint development of key advanced technologies and consulting in product development.

The institute's program encompasses artificially structured materials, devices and processes, device integration, and exploratory applications. In addition, the institute assists in the development of an expanded technological base through participation in and support of Canadian consortia and through direct interaction with industrial clients and partners.

♦ Institute for National Measurement Standards (Ottawa)

NRC has a mandated responsibility for metrology, the development and maintenance of standards of measurements, and has well-established programs in this area.

The Institute for National Measurement Standards (INMS) draws together all activities related to metrology to provide a basis for the national measurement system of Canada. R&D is aimed at the realization of high accuracy primary standards compatible with those of other countries and at specific applications of measurement techniques, including contract research and development for individual clients, R&D conducted jointly with industrial partners, and R&D in the national interest.

A high accuracy calibration service is provided to industry, universities, hospitals, clinics and other government departments and agencies. A calibration laboratory assessment service (CLAS) is also provided to enable private and government laboratories to become accredited as calibration laboratories and become members of the Canadian Calibration Network. These services give industry easy access to calibrations facilities with traceability to national and international standards.

The Institute maintains active interaction with the international community, represents Canada in its obligation connected with the Convention du Mètre and acts as the Canadian focal point in the field of measurement science. Since international trade increasingly depends on internationally recognized measurement standards, this Institute provides an important national service, building on a foundation of basic research.

♦ Institute for Research in Construction (Ottawa)

The primary strategic thrust of the Institute for Research in Construction (IRC) is the support of Canada's physical and technological infrastructure as applied to construction activities. IRC's expertise in the provision of safe and secure built facilities, effective urban infrastructure systems, structures and construction materials evaluation, energy efficiency technologies, acoustics research, and the development of codes and standards are critical assets in support of this objective.

Construction activity in Canada was valued at $106 billion in 1990. Although only a small fraction of those services

or products is exported, efficient and safe built infrastructure is considered to be a critical factor in economic efficiencies for wealth generation through cost savings in energy, repair and replacement. IRC's close interactions with industry associations, professional societies, and national and international standards bodies provide it with the capability of having a pervasive incremental impact on a highly diverse and fragmented sector of the economy.

Efficient production of high value-added goods and services in a knowledge based economy relies heavily on an efficient physical infrastructure and a productive environment. The technologies needed to support the development of such systems are addressed by IRC in collaboration with its partners and clients with the goal of enhancing Canada's economic competitive positioning.

♦ Integrated Manufacturing Technologies Institute (London, Ont)

IMTI's mission is to be a leader and catalyst in the research and development of technologies required to provide Canadian industry with a competitive base in the development and integration of systems for the manufacture of discrete products. The IMTI research focus is grouped into two areas of competency associated with discrete product manufacturing. These include the design and optimization of manufacturing systems, and development and application of electro-physical-mechanical processes.

♦ Plant Biotechnology Institute (Saskatoon, Saskatchewan)

The Plant Biotechnology Institute (PBI) is Canada's national laboratory for advanced research in biotechnologies for higher plants, especially those important in agriculture, forestry and industrial processing. The Institute focuses on producing new, exploitable biotechnology for Canadian needs, concentrating on techniques of cell and molecular biology, and biological chemistry. Identification of useful genes is a program priority.

PBI's Transgenic Plant Centre permits large-scale propagation and testing of genetically engineered plants in a year-round facility. (A transgenic plant is one which is genetically engineered with a gene from some other species of plant or other life form.)

♦ Steacie Institute for Molecular Sciences (Ottawa)

The Steacie Institute for Molecular Sciences (SIMS) was formed in June 1990, and was named in honour of esteemed scientist and former NRC President Dr. E.W.R. Steacie. It is devoted to basic research in molecular science and brings together groups from within NRC for collaborative research with universities, other research organizations, and NRC institutes.

The Institute's research program emphasizes three areas: femtosecond science; nanoscale materials and processes; supramolecular chemistry and biology.

The Institute offers a stimulating and fertile environment for collaborative research, providing an attractive entry point into NRC for young scientists. Its programs attract visiting researchers and graduate students from universities and other Canadian and foreign research organizations.

The Institute contributes scientific knowledge to support and reinforce other NRC programs.

♦ Thermal Technology Centre (Ottawa)

The Thermal Technology Centre consists of a well-qualified team of engineers, researchers, and technologists, with broad experience in R&D in thermal engineering systems and advanced processes. This group has worked extensively with industry and acquired specialized expertise in the application of alternative refrigerants technology in HVAC&R systems. This high level of technical competency is combined with the operation of a range of special purpose state-of-the-art test facilities.

TTC offers its services to clients in the commercial refrigeration, air-conditioning, heat pump, and process heat transfer equipment manufacturing industries. Applied R&D projects are also conducted in collaboration with government departments and agencies involved in energy and environmental issues.

Information Holdings

Program Records

Executive Offices

President's Office
Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; correspondence and minutes on board memberships.
Topics: General administration; committee memberships.
Program Record Number: NRC EXE 005

Secretary General / Director General, Corporate Services
Description: Documents on Council membership, meetings and agenda; review and advisory committees of Council; Institute advisory boards; follow-up of Council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on international affairs, corporate planning and evaluation, marketing services, information services, intellectual property, legal advice, advisory committees and archival material. ***Topics:*** General administration; National

Research Council committees; history and archives; legal services; advisory committees; Access to Information and Privacy; animal and human subjects research ethics; research integrity; coordination and policy aspects of NRC activities in the international domain; responses to enquiries from the media and general public; displays and exhibits; films, audiovisual, graphics, photography, general information on international affairs, corporate planning and evaluation, marketing services, information services, intellectual property. ***Program Record Number:*** NRC EXE 010

♦ Biotechnology Research Institute (Montreal)

Administration

Description: Correspondence and documents on the operation of the Institute, such as project planning and reports, space, policy planning, program forecasts, travel, seminars, finance, correspondence from external agencies, minutes of Management Committee and Advisory Board meetings. ***Topics:*** General correspondence, policies, visits, seminars, staffing, training programs, administration and operation of the Institute, finances, budgets, research and development studies, supplies, divisional project management system, equipment, building, committees. ***Program Record Number:*** NRC BRI 135

Operations

Description: Correspondence and documents on the operation of individual laboratories. ***Topics:*** General correspondence; agreements; tests; projects and sub-projects; contributions; research and development contracts; programs; seminars; guest workers; students; publications; patents; conferences. ***Program Record Number:*** NRC BRI 136

♦ Canada Institute for Scientific and Technical Information (Ottawa)

Acquisitions

Description: Records contain information related to acquiring publications for the CISTI collection by purchase orders or exchange agreements; automated order systems serials control. ***Topics:*** Correspondence, invoices, payment records. ***Program Record Number:*** NRC CIS 665

Administration

Description: Correspondence and documents on the operation of the Institute such as project planning and reports; annual planning reviews agreements, finance, personnel. ***Topics:*** Administration (policy, general correspondence, enquiries,administration and operation, lectures and talks, seminars and colloquia, training program, interlibrary delivery systems); CISTI programs and services; translation services; equipment and supplies. ***Program Record Number:*** NRC CIS 660

NRC Information Centres

Description: Information on the internal operations of CISTI branches servicing the NRC and on services extended to external organizations. ***Topics: NRC Information Centres*** (by location) – Boucherville, halifax, London (Ont.), Montreal, Ottawa, Saskatoon, St. John's, Winnipeg, Victoria. ***Program Record Number:*** NRC CIS 670

Cataloguing

Description: Information on automated cataloguing systems, computer applications for information services, subject analysis, union lists, cataloguing rules, procedures and standards. ***Topics:*** CISTI operations – policy, general, correspondence, Dortmunder Bibliotheksystem (DOBIS). ***Program Record Number:*** NRC CIS 675

Health Sciences Resource Centre

Description: General correspondence on the centre's information services, resources and the publications it produces. ***Topics:*** Policy; Advisory Committee to the Health Sciences Resource Centre; Health Science Information in Canada: Libraries; Canadian locations of journals indexed for Medline; Health Sciences information in Canada: associations. ***Program Record Number:*** NRC CIS 685

Information Services

Description: Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; information on the marketing of CISTI services in Canada, CAN/OLE, CAN/SDI. ***Topics:*** Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Reference Department; bibliographic databases. ***Program Record Number:*** NRC CIS 690

Loans, Photocopies and Translations

Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of scientific translations from foreign languages. ***Topics:*** Information Services – policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports. ***Program Record Number:*** NRC CIS 680

Research Journals

Description: Information on the publication of the NRC Research Journals. ***Topics:*** Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing, and distribution services; translation of abstracts; continuing agreements; abstracting of publications; and manuscripts for publication in the NRC Research Journals. ***Program Record Number:*** NRC CIS 735

Scientific Numeric Databases

Description: On-line retrieval and analysis of scientific numeric data, tape lease for private use, and customized searches. ***Topics:*** Infra-red spectral data; crystallographic data; thermochemical data; molecular biology data. ***Program Record Number:*** NRC CIS 700

♦ Herzberg Institute of Astrophysics (British Columbia)

Administration

Description: Correspondence and memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section. ***Topics:*** Administration; general correspondence; enquiries; visits; lectures; talks and papers; review of manuscripts and theses for outsiders; seminars and colloquia; unsolicited suggestions and ideas submitted to HIA; exhibits and displays; research – general; miscellaneous work done for outsiders. ***Program Record Number:*** NRC HIA 335

Dominion Astrophysical Observatory

Description: Data and general correspondence on astronomy related to observations and research on stars, galaxies and cosmology, testing and construction of instruments, archiving of data. ***Storage Medium:*** Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints. ***Program Record Number:*** NRC HIA 350

Dominion Radio Astrophysical Observatory

Description: Correspondence, memoranda and astronomical data. The latter are stored on computer printouts, magnetic tapes and computer disks. ***Topics:*** General correspondence; operation and administration of the national facility; observing proposals; research concerning the interstellar medium; various other topics in radio astronomy; design and construction of radio telescopes; aperture synthesis techniques. ***Program Record Number:*** NRC HIA 341

JCMT Group

Description: Correspondence, memoranda and working papers connected to the topics listed below. ***Topics:*** Policy; millimetre and submillimetre astronomy, James Clerk Maxwell Telescope, SIS receivers, planar arrays; interstellar molecules; long baseline interferometry; long-range planning; instrumentation; applications for observing time; data processing. ***Program Record Number:*** NRC HIA 340

Optical Components

Description: Data, correspondence, memoranda, and working papers related to the research of the group. ***Topics:*** Optical components and systems, optical design, fabrication of components and systems, testing and calibration of aerial survey cameras, testing of optical components and systems. ***Program Record Number:*** NRC HIA 537

Solar-Terrestrial Physics

Description: Correspondence and memoranda related to the currently active and discontinued research programs of the section. ***Topics:*** Policy; general correspondence; Ottawa River Solar Observatory; solar research; auroral research; auroral radar; airglow; space plasmas in the ionosphere and magnetosphere; aeronomy and upper atmosphere research data; modelling of ionospheric currents and geomagnetic pulsations; cosmic ray research. (Discontinued Topics: meteor research; non-meteoritic sightings; Shuttle and Spacelab experiments.) ***Program Record Number:*** NRC HIA 355

Spectroscopy

Description: General correspondence and information related to spectroscopic research. ***Topics:*** Policy; infra-red spectra of molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions. ***Program Record Number:*** NRC HIA 370

♦ Industrial Research Assistance Program (Offices across Canada)

Management

Description: Information on program policy, program planning and coordination, policy proposals and evaluations, cost-benefit reviews, industrial surveys, program promotion, program analysis, methods and procedures. ***Topics:*** Policy; general correspondence; enquiries; cooperation with provincial research organizations; industrial research institutes; provincial and trade associations; IRAP newsletter; program forecasts. ***Program Record Number:*** NRC IRP 705

Program Delivery

Description: IRAP provides advisory services through its national network of experienced Industrial Technology Advisors. ITAs can help a firm define its technical needs or identify technological opportunities; obtain technical information; solve technical problems; identify sources of appropriate technology and expertise; acquire and adapt technology; or access other programs. IRAP can also provide limited funding for projects designed to enhance a firm's technical capability, under two program elements: Technology Enhancement and Research, Development, and Adaptation. ***Program Record Number:*** NRC IRP 720

♦ Institute for Aerospace Research (Ottawa)

Administration

Description: The files contain material related to the orderly management of all programs and projects in the Institute, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to IAR

involvement in organizations devoted to the aeronautical sciences. ***Topics:*** Administration – general correspondence, personnel, procurement, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, publicity and inventions, security, AGARD, CAARC; research; tests and work done for outsiders. ***Program Record Number:*** NRC IAR 465

Aerodynamics Laboratory
Description: Information on research projects, contracts and agreements with external civil and military agencies and industry; operation and maintenance of wind tunnels, management matters, meetings and conferences. ***Topics:*** (Active): General correspondence; aircraft aerodynamics; computational fluid dynamics; manoeuvring aerodynamics; unsteady aerodynamics; propeller/rotor aerodynamics and aeroacoustics; effects of icing on aircraft performance; aerodynamics of helicopter/ship operations; dynamic wind tunnel tests and techniques; nonlinear airloads analysis, oscillatory characteristics of aircraft and components; wind engineering; vehicle aerodynamics; subsonic and transonic engine aerodynamics; cascade and stage testing and computational fluid dynamics analysis of turbomachinery; turbine nozzle heat transfer; operation and maintenance of wind tunnels; operation and maintenance of turbomachinery test facilities; wings and bodies in transonic flows; advanced airfoil development; high lift systems; viscous flow drag reduction; flutter analysis; stores clearance; wind tunnel test technology. (Inactive): Aviation security; wind energy research; helium hypersonic wind tunnel; modelling of drift in aerial spray operation; passive dosimeter for UFFI home; trace vapour detection of explosives, and narcotics; Canadian sounding rockets; flow about cones at supersonic speeds. ***Program Record Number:*** NRC IAR 480

Flight Research
Description: Information on the operation of NRC research aircraft fleet and on research projects in the general areas of flight mechanics and airborne geoscience. ***Topics:*** (Active): Flight test techniques and instrumentation; handling qualities and flight dynamics; airborne simulation; flight safety and operational problems; flight recorder playback facilities; guidance, navigation and control of aircraft; pilot-aircraft interface technologies; atmospheric studies; biospheric studies/global change; aeromagnetics; synthetic aperture radar. (Inactive): VTOL/STOL projects; lighter-than-air vehicle technology; agricultural and forestry spray research. ***Program Record Number:*** NRC IAR 470

Structures, Materials and Propulsion
Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. ***Topics:*** (Active): Policy; general correspondence; flight loads, fatigue; durability and damage tolerance; acoustic excitation of structures; aerospace applications of metallic and composite materials; structural analysis; structural dynamics; vibration, real-time photogrammetry; impact strength of structures; crack propagation theory of structures; non-destructive inspection of structures and materials, NDI of manufacturing defects and service induced damage; gas turbine engine performance including aerodynamic, thermodynamic and structural factors. (Inactive): Road accidents study group; orthopaedic implants; biomedical materials; Ottawa-Carleton computer traffic control system. ***Program Record Number:*** NRC IAR 490

♦ Institute for Biodiagnostics (Winnipeg)

Administration
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, travel and seminar information. ***Topics:*** General correspondence; policy; visits; technical enquiries; administration and operation; technical support. ***Program Record Number:*** NRC IBD 205

Animal Resources
Description: Information on the basic care and health of research animals. ***Topics:*** General correspondence and policy on animal care and research. ***Program Record Number:*** NRC IBD 230

Biosystems
Description: Information on research involving the use of MR imaging and spectroscopy and physiological techniques in studying biomedical problems. ***Topics:*** Structure and metabolism in intact biological systems; cell metabolism; cancer; cardiology; neurology. ***Program Record Number:*** NRC IBD 210

Informatics
Description: Information on multivariate mathematical modelling. ***Topics:*** Biomathematics; classification; clustering; pattern recognition; computer modelling; software. ***Program Record Number:*** NRC IBD 215

MR Technology
Description: Information on theory and methodology in magnetic resonance imaging and spectroscopy. ***Topics:*** Magnetic field gradients, radiofrequency probes, magnetic resonance software. ***Program Record Number:*** NRC IBD 220

Spectroscopy
Description: Information on vibrational spectroscopy, infrared and Raman, and its application to biological/biomedical systems. ***Topics:*** Proteins, membranes, tissues, metabolism, cancer. ***Program Record Number:*** NRC IBD 225

♦ Institute for Biological Sciences (Ottawa)

Administration
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, travel and seminar information. ***Topics:*** General correspondence; policy; visits; technical enquiries; administration and operation; technical support – e.g., supplies and equipment, and safety committee. ***Program Record Number:*** NRC IBS 065

Animal Resources
Description: Information on the basic care and health of research animals. ***Topics:*** General correspondence and policy on animal care and research. ***Program Record Number:*** NRC IBS 075

Cell Biology
Description: Information on the application cell biology and cell technologies to the treatment of neurodegenerative and other specific diseases. Animal and culture models of diseases. Correspondence and memoranda relating to cell regulation and cell culture. ***Topics:*** Cellular mechanisms; neurophysiology; cell technologies. ***Program Record Number:*** NRC IBS 125

Immunochemistry
Description: Information on immunology and immunochemistry and antibody engineering. ***Topics:*** Antigens; antibodies; pathogenic bacteria; hybridomas; diagnostics; vaccines. ***Program Record Number:*** NRC IBS 110

♦ Institute for Chemical Process and Environmental Technology (Ottawa)

Administration
Description: Correspondence, memoranda and reports relating to the planning and execution of the Institute's programs. ***Topics:*** General correspondence, Administration and Operation, technical inquiries, visits, lectures, seminars, publications, patents, project reports. ***Program Record Number:*** NRC CPE 165

Process and Materials Chemistry
Description: Correspondence, memoranda and reports on focused scientific research programs to improve the performance of materials in the manufacturing industries. ***Topics:*** Functional polymers for separations; solid waste reduction; surfaces and nanoparticles; combustion research; reduction of toxics in batteries. ***Program Record Number:*** NRC CPE 175

Process Systems
Description: Correspondence, memoranda and reports on process integration, modeling, environmental stewardship relating to the manufacturing system. ***Topics:*** Airborne contaminants; technology impact assessment. ***Program Record Number:*** NRC CPE 180

Process Technology
Description: Correspondence, memoranda and reports on innovative processes and technologies for the chemical and manufacturing industries. ***Topics:*** Gaseous separations an emissions control; electrosynthetic methods and electrochemical processes; particulate waste treatment and reduction; process development for liquid separation. ***Program Record Number:*** NRC CPE 170

♦ Institute for Information Technology (Ottawa)

Research Result
Description: This is the output of the Institute and is in the form of technical reports, external publications, correspondence, designs, patents and transfer of technology. ***Topics:*** Human-Computer Interaction: multi-modal interfaces; integration of language and visualization in 3-D models; modelling dialogue structure to improve computer-human interaction. Interactive Information: software tools to improve identification and navigation of information sources; machine learning; intelligent agents; navigational tools for digital libraries. Integrated Reasoning: diagnostic and decision making systems; integration of multiple reasoning techniques (fuzzy logic, case-based reasoning, decision networks, induction and model-based reasoning.) Photonic Systems: optically enhanced computing and data transmission; optical back-planes; ultrafast laser sources; fibre-optic links, all-optical computer networks. Seamless Personal Information Networking: information networks; seamless integration of heterogeneous information sources and applications into homogeneous environments; advanced AI technologies. Software Engineering: real-time and embedded systems; commercial software products; large scale systems; design recovery; configuration control; software portability, software costing. Visual Information Technology: 3-D visual information acquisition and processing; sensor systems; machine vision; 3-D data interpretation; virtual environments and museums; 3-D shape and colour reproduction. ***Program Record Number:*** NRC IIT 265

♦ Institute for Marine Biosciences (Halifax)

Administration
Description: Correspondence, memoranda, requests, minutes, and technical reports. ***Topics:*** Plant engineering; requests (analyses, chemicals and cultures, scientific information); scientific societies and institutes; committees (health and safety, scientific committees); Aquaculture Research Station files (basically engineering and maintenance); unpublished manuscripts; financial services; purchasing; inventory control records; and personnel files. ***Program Record Number:*** NRC IMB 035

Director General's Office

Description: Director General's working files include material on the activities of projects, such as research and development and project planning; travel and conference files; NRC committees (e.g., Committee of Directors General). ***Topics:*** General correspondence and files on research and development pertaining to research projects; files by subject interest, general correspondence from various institutes within the NRC, by institute; working files; forward planning. ***Program Record Number:*** NRC IMB 030

Marine Biology

Description: General Correspondence; seminars; research files of published and unpublished data, reprints and information relating to: aquaculture of seaweeds, finfish and shellfish; cell biology; light and electron microscopy; biochemistry; molecular biology; genomics; bioinformatics; marine microbiology; molecular evolution; DNA sequencing; marine macro and microalgae; floristics; seaweed products. ***Topics:*** Aquaculture research; commercial tank cultivation of seaweeds; phycocolloid polymers; seaweed food products; chemistry and biochemistry of shellfish toxins; toxin production and transfer in the marine food web; enzymes; proteins; natural products; DNA markers; genomic sequencing. ***Program Record Number:*** NRC IMB 045

Marine Chemistry

Description: General correspondence; seminars; equipment; research files of published and unpublished data, and reprints and information relating to: marine chemistry; analytical chemistry; biochemistry; bioorganic chemistry; high resolution separation techniques, such as high performance liquid chromatography, gas chromatography, supercritical fluid chromatography, and capillary electrophoresis coupled to mass spectrometry, for quantitative analysis of target organic compounds in marine and other complex matrices; production and certification of instrument calibration standards and reference materials (Marine Analytical Chemistry Standards Program), including related research; purification and characterization of bioactive natural products from marine macro and microorganisms; applications of NMR, IR and UV spectroscopy. ***Topics:*** Marine toxins; peptides; proteins; carbohydrates; therapeutant residues; organochlorines; biological mass spectrometry; fundamentals of mass spectrometry; certified standards and reference materials; preparative extraction, separation and purification of marine toxins and other bioactive metabolites; structural determinations; biosynthetic and metabolic (including in-vivo) NMR studies using stable isotopes. ***Program Record Number:*** NRC IMB 040

♦ Institute for Marine Dynamics (St. John's, Newfoundland)

Ocean Technology

Description: Administration and operational files; general technical correspondence; working and correspondence files containing technical and administrative details of research programs, participation in societies, associations, conferences and interdepartmental government committees and working groups; raw data from model tests and full scale trials; technical reports on internal research projects or work done for external clients. ***Topics:*** Administration – policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel. Operational – policy, general correspondence; research and development (general, for industry and for government); ships, including icebreakers, ferries, fishing vessels, naval vessels; offshore structures; ice properties; computer modelling. ***Program Record Number:*** NRC IMD 385

♦ Institute for Microstructural Sciences (Ottawa)

Acoustics and Signal Processing

Description: Information related to research on sound propagation and environmental studies; sound reproduction; sound and vibration; acoustical technology, devices, measurements and standards; signal processing. ***Topics:*** Physical acoustics and noise control, DSP hardware and software, control algorithms, array processing; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise – industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committee on noise; exposure of individuals to noise; e.g. microphone and sound level meter; psychoaccoustics committee on physical acoustics; specific project – adaptive loudspeakers, active noise control beam forming, acoustical data processing, reduction of noise from small engines, and sound level measurement technique. ***Program Record Number:*** NRC IMS 510

Administration

Description: Correspondence, memoranda, reports and statistics on the administration and operation of the Institute. ***Topics:*** Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; inventions submitted to the Institute patent and licensing activities; finance; equipment and supplies; work done for outsiders. ***Program Record Number:*** NRC IMS 505

Advanced Processes
Description: Information on advanced silicon processing technology; focused ion beams; surface and interface physics. ***Topics:*** Focused ion beam processing; In-situ silicon processing; Advanced silicon processes; surface and interfaces of semiconductors. ***Program Record Number:*** NRC IMS 439

Condensed Matter
Description: Information on condensed matter ***Topics:*** Solid state phenomena; superlattices; semiconductors; mesoscopic physics; and superconductivity. ***Program Record Number:*** NRC IMS 440

Device Physics
Description: Research on the physical processes important to the operation and design of electrical and optoelectronic devices. ***Topics:*** Backgating in GaAs Mosfets; electrical characteristics of compound semiconductor devices; modelling of electrical devices, photodetectors and ridge-waveguide lasers; development of two-dimensional numerical modelling tools for devices; transport in heterostructures. ***Program Record Number:*** NRC IMS 441

Epitaxy
Description: Information on molecular beam epitaxy. ***Topics:*** Controlled growth of semiconductor materials by molecular beam epitaxy and related techniques: characterization of material; (Si/Si[x]Ge) strained layer superlattices; III-V compounds such as GaAs/AlGaAs: lasers LED's diodes transistors. ***Program Record Number:*** NRC IMS 455

Microfabrication
Description: Information on microfabrication. ***Topics:*** Prototype test structures and devices; semiconductor processing; lithography; metallization; insulator deposition; laser and modulator fabrication; focused ion beam processing. ***Program Record Number:*** NRC IMS 460

Optoelectronics
Description: Information on optoelectronic devices. ***Topics:*** High-power pulsed lasers; solid-state lasers, modulators, waveguide amplifiers, optoelectronic integrated circuits, optical switching. ***Program Record Number:*** NRC IMS 462

Quantum Physics
Description: Information on quantum electronics; quantum transport. ***Topics:*** Photon echo modulation; optical hole-burning memories; electronic and optical properties of semiconductors; magneto-transport and magneto-optical properties of the two-dimensional electron gas; quantum Hall effect; Fractional Quantum Hall effect; transient behaviour of hot electrons. Nonostructures; Quantum well infra-red detectors; Resonant tunnelling. ***Program Record Number:*** NRC IMS 461

Surfaces and Interfaces
Description: Information on surfaces and interfaces; properties and degradation of materials. ***Topics:*** Formation, growth and breakdown of surface films; Auger electron spectroscopy; secondary ion mass spectrometry; X-ray photoelectron spectroscopy; electron energy loss transmission electron microscopy; reflection high energy electron diffraction, and scanning electron microscopy. ***Program Record Number:*** NRC IMS 410

Thin Films
Description: Information on thin film coatings and optical thin films. ***Topics:*** Policy; correspondence; thin film coatings and optical thin films; Superconducting thin films. ***Program Record Number:*** NRC IMS 535

♦ Institute for National Measurement Standards (Ottawa)

Chemical Metrology
Description: This group is involved in the development of state-of-the-art methods and instrumentation for both organic and inorganic trace analysis, in the production of environmental certified reference materials (CRMs), and in various international activities related to the traceability of chemical analysis measurements. Facilities include an array of atomic spectroscopy instrumentation for inorganic trace analysis, mass spectrometry instrumentation for both organic and inorganic trace analysis, a variety of gas and liquid chromatography equipment for chemical separation, and "clean room" facilities for contamination-free sample preparation and manipulation. The CRMs produced in the laboratory are essential to both public and private sector laboratories routinely engaged in the analysis of environmental samples (e.g., water samples, sediments, biological tissues) as a means to ensure the accuracy of their results. The CRM production program provides the focus for many of the methods and instrument development research activities of the group. The group also offers analytical chemistry services on a contract of fee-for-service basis for selected industrial clients with needs which cannot be met by any private sector Canadian chemical analysis laboratory. A notable example is our glow discharge mass spectrometry (GDMS) facility for direct analysis of conducting and semi-conducting materials, in particular very high purity materials such as gallium and cadmium telluride, destined for use in fabrication of microelectronic devices. The group also seeks opportunities for collaborative research with manufacturers of instrumentation for chemical analysis, either through in-house development of prototype instruments or through "beta-site" testing of pre-commercial instruments. ***Program Record Number:*** NRC INM 535

Electrical Power Measurements
Description: This group is involved in the development of new state-of-the-art instrumentation and measurement techniques. These include revenue meters for electric

utilities and calibration facilities for equipment such as instrument transformers, active/reactive power and energy meters under sinusoidal/nonsinusoidal waveform conditions, high voltage capacitors, high current resistors and shunts, and high voltage loss measuring systems transformers and inductive reactors. The group is also involved in the development of new diagnostic measurement techniques and instrumentation to assess the operating conditions of electric power apparatus in service and to predict their remaining life. An important element of this program is the development of new and improved measuring techniques and instrumentation to meet and anticipate the measurement requirements of the electrical power industry. ***Program Record Number:*** NRC INM 525

Electrical Standards

Description: Electrical standards of measurements play a basic role in maintaining compatibility, coherence and safety in all services connected to the field of electricity. In fact electricity touches essentially all sectors of the economy. The proper monitoring of electrical energy consumption at either the individual or the industrial level depends on the use of well calibrated reference standards. The fabrication of electrical instruments, their testing and the marketing of these instruments require internationally accepted electrical standards. These standards are developed and maintained by the Electrical Standards Group. The group is involved in the ac, dc and rf fields. It does basic research on primary standards of voltage and resistance using the Josephson and Quantum Hall effect and develops techniques and instruments connected with ac and rf measurements. The group also maintains a calibration service for high accuracy secondary standards and top of the line instruments. ***Program Record Number:*** NRC INM 530

Frequency and Time

Description: The demands of science have pushed the capability for accurate frequency and time determination to a very high level. Accuracy levels are available that might appear excessively high for everyday applications, yet they provide the basis of many modern systems such as navigation and communication, as well as the basis of measurements in diverse fields such as advanced physics, radio astronomy, geodesy, length metrology, voltage measurements, and electronics manufacturing and testing. The Frequency and Time Group designs, builds and maintains atomic clocks which serve as Canada's standards for frequency and time. The standard of length, the metre, is now also defined in terms of time. The Group therefore also maintains lasers whose wavelengths define the metre. Frequency calibration and laser wavelength calibration services are provided. Time is disseminated throughout Canada by various means, some of which include short-wave radio transmissions on NRC station CHU, digitally coded signals on telephone lines, the National Satellite (Parliament) Channel on cable television and by other direct satellite links. The Group conducts research to further extend the range and accuracy of frequency and wavelength standards to ensure internationally recognized, state-of-the-art standards for Canada. ***Program Record Number:*** NRC INM 545

Ionizing Radiation Standards

Description: Ionizing radiation plays a major role in modern medical practice, both for diagnostic purposes (e.g. CT scanners, x-rays) and for therapeutic purposes primarily in cancer therapy. The monitoring of radiation exposure is also very important in many industrial environments particularly in nuclear power production and uranium mining. In order to provide a degree of accuracy that ensures that radiation exposure levels are properly monitored and that therapy is done with maximum efficiency without endangering life, industrialized countries provide reference standards for the calibration of instruments or devices used in these various sectors. The national laboratories in charge of these standards make sure that they are accurate by comparison with those of other countries. This is done under the umbrella of the Bureau International des Poids et Mesures. This important activity which takes place on a continuous basis ensures uniformity of the national standards with the international measurement standards system. In Canada the standard in this field is provided by the Ionizing Radiation Standards Group of the NRC. The Group develops, maintains and promulgates Canada's primary measurement standards for ionizing radiation and provides calibration service as well as the link to the international measurement system. ***Program Record Number:*** NRC INM 555

Mechanical Metrology

Description: The Group is composed of three programs rooted in fundamental metrology. The Mass Standards Program is responsible for the maintenance and propagation of primary mass standards and derived standards of pressure and mass flow which are based on the kilogram mass unit. It establishes the mass scale for Canada which supports domestic and international trade in bulk commodities and ensures traceability of mass measurements to the international prototype of the kilogram. It realizes the SI unit of pressure, the pascal, and subdivides and multiplies it over sixteen decades in the interest of the avionics, power generation and transport industries. It is directly involved with industrial collaborators in the measurement of the flow of bulk commodities in the fluid states. The Dimensional Metrology Program establishes and operates measurement systems based upon the Canadian realization of the metre, the SI primary unit of length. It calibrates end standards, such as gauge blocks and line standards, as well as scales, engineering and surveying tapes and levelling rods for industrial use. It also calibrates angle standards, optical flats and parallels as well as roundness and diameter standards. General form, profile, roundness, and surface roughness are also determined in support of Canadian industry. The Acoustical Standards Program is responsible for the reciprocity calibration of

condenser microphones and carries out ultrasound power calibration for medical applications. It offers a primary interferometric calibration service for accelerometers which is unique in Canada. This program plays a particularly important role in the area of normative standards directly related to the public good in Canada. ***Program Record Number:*** NRC INM 515

Photometry and Radiometry

Description: Radiometry (measurement of optical radiant energy) and photometry (measurement of optical [luminous] radiant energy as sensed by the human eye) are important to a large part of the public, manufacturing, and service sectors. Recent rapid expansion of electro-optical, photodetector, and optical fibre communications industries have produced a concurrent demand for more accurate and wider ranging radiometric measurements. It has been estimated that one-quarter of electricity consumption is for lighting; the enormous potential benefit of increased efficiency through improved photometric standards is obvious. Transportation (highway, air, marine) depends heavily upon visual signals and lighting where photometric energy and colour are of prime importance. Public health and safety require accurate measurement of such quantities as ultraviolet, laser, and phototherapeutic radiation levels. Other areas requiring photometric, radiometric, or colorimetric standards include paint, textile, and plastics industries; pulp and paper; television; agriculture; meteorology; environment; military and space agencies. To serve this wide and varied clientele, the Photometry and Radiometry section has developed and maintains the SI base unit of luminous intensity (candela) and basic standards for the measurement of light, colour, and optical radiation in the wavelength range from 200 nm to 50,000 nm. ***Program Record Number:*** NRC INM 540

Thermometry

Description: Temperature plays a most important role in everyday life as well as in the many specialized activities of industrialized countries. Processes such as those concerned with advanced materials preparation and growth, fabrication, analytical processes and diagnosis require either good temperature control or accurate temperature determination. Other important and diverse fields that require an excellent knowledge of temperature conditions include biology; biotechnology and clinical studies, analysis and diagnosis; aircraft industries; metallurgical industries; food industries, chemical industries; oceanography; pharmaceutical production. In order to ensure for these activities an accurate temperature scale, industrialized countries support a national laboratory which maintains accurate reference standards and provides a high accuracy calibration service based upon an International Temperature Scale. In Canada this role is fulfilled by the thermometry group of the NRC which does basic research in the field of thermometry, contributes to international activities in that field, and ensures through intercomparisons that its standards are compatible with those of other countries. ***Program Record Number:*** NRC INM 550

♦ Institute for Research in Construction (Ottawa)

Acoustics

Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements, and research on vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. ***Topics:*** Development of impact tests for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; commercial test reports. ***Program Record Number:*** NRC IRC 640

Administration

Description: Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations, correspondence and documents on the shops and building up-keep. ***Program Record Number:*** NRC IRC 595

Building Materials

Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. ***Topics:*** The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products. ***Program Record Number:*** NRC IRC 600

Building Performance

Description: Information on the evaluation of the thermal characteristics and performance of materials, components and systems leading to standards, product development and proper design; the development of techniques for monitoring the movement of these products within the building envelope; and other aspects of the products. ***Topics:*** Energy calculations; energy

auditing; lighting practice; efficient lighting energy use; smoke control in tall buildings; passive solar heating; ventilation and air movement in buildings; thermal and hygric properties of materials, hermetically sealed multiple glazing; thermal performance of walls and ceilings; thermal performance of windows; airtightness of walls; development of remedial measures for institutions and commercial establishments; thermal insulation materials; properties and emissions; techniques for measuring particulate materials in air. ***Program Record Number:*** NRC IRC 620

Building Structures
Description: Information on the introduction of "limit states design" into Canadian structural codes and standards, and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. ***Topics:*** Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others. ***Program Record Number:*** NRC IRC 610

Canadian Construction Materials Centre
Description: Information on the suitability for use of construction materials, systems or services. ***Topics:*** Technical information and advice to manufacturers and suppliers of construction materials, systems and services on how to obtain the evaluation of these products and services with respect to their suitability for use; technical information and advice to architects, specification writers, engineers and regulators on the suitability of use of construction materials, systems and services; information to the construction industry on laboratories which conduct testing of construction materials, systems and services; assistance to Canadian exporters of construction-related products and services on the evaluation requirements of these products and services by other countries; replies to inquiries and requests for interpretation of evaluation reports and listings; technical information and advice to Canadian Commission on Construction Materials Evaluation. ***Program Record Number:*** NRC IRC 657

Codes and Standards
Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. ***Topics:*** Technical information and advice to code committees; code requirements for committee consideration; replies to code enquiries and requests for interpretation; seminars and conferences on the NBC and NFC; the continuing review of the code documents in the light of developments in building design and technology to determine the areas that may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved code requirements. ***Program Record Number:*** NRC IRC 615

Director's Office
Description: Documents on the operation of the individual sections, advisory bodies, research and development studies and seminar or workshop information. ***Topics:*** The American Society for Testing and Materials; International Standards Organizations; CIB; Construction Industry Development Council; minutes of the Board of Directors; NRC five-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; research and development for engineering in cold regions; divisional planning committee notes; and Canada Mortgage and Housing Corporation – Institute for Research in Construction reports. ***Program Record Number:*** NRC IRC 590

Fire Research
Description: Information on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. ***Topics:*** Thermal decomposition of polymers; behaviour of building components in fire; evaluation of fire behaviour of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports. ***Program Record Number:*** NRC IRC 625

Industry Liaison
Description: Information on the activities of the Library, the Publications Service, Seminar Service, Network & Client Services. ***Topics:*** Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports. ***Program Record Number:*** NRC IRC 650

Infrastructure
Description: Information on cold climate effects on civil infrastructure. Numerical modelling, laboratory testing and full scale field studies and demonstrations. ***Topics:*** Development and optimization of construction techniques, frost action in soils, buried municipal services, frost heave, construction in permafrost regions, thermal conductivity of soils. ***Program Record Number:*** NRC IRC 630

System Support Unit
Description: Information on the Institute's calibration and standards facility, the instrument pool for loans, the

maintenance and repair shop and the co-ordination and advisory services provided to the Institute. ***Program Record Number:*** NRC IRC 635

♦ Plant Biotechnology Institute (Saskatoon, Saskatchewan)

Biological Chemistry

Description: Information on the biology and chemistry of abscisic acid and its analogues. ***Topics:*** Correspondence; documents; protocols; laboratory reports; synthetic and analytical methods, contracts; charts; documents. ***Program Record Number:*** NRC PBI 575

Brassica Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of canola (rapeseed) as well as microspore culture. ***Topics:*** Correspondence, documents, protocols; laboratory reports, contracts; plant regeneration from cells, genetic transformation of plants. ***Program Record Number:*** NRC PBI 579

Cereal Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of wheat and barley as well as cryoselection for improved cold tolerance. ***Topics:*** Correspondence; documents, contracts, protocols; laboratory reports; plant regeneration from cells; cryopreservation; genetic transformation. ***Program Record Number:*** NRC PBI 580

Conifer Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of Canadian conifers as well as micropropagation. ***Topics:*** Correspondence; documents; protocols;laboratory reports, contracts; plant regeneration from cells; genetic transformation. ***Program Record Number:*** NRC PBI 586

Legume Biotechnology

Description: Information on cell and gene technology as applied to genetic improvement of grain legumes. ***Topics:*** Correspondence; documents; protocols; laboratory reports; contracts; plant regeneration from cells, genetic transformation. ***Program Record Number:*** NRC PBI 570

Regulation of Gene Expression

Description: Information on vector construction, gene promoters, gene fusion, developmentally and tissue specific expression of genes; on assembly of functional amino acids assisted by chaperonins. ***Topics:*** Correspondence; documents, protocols, laboratory reports, contracts, charts, DNA analysis and synthesis. ***Program Record Number:*** NRC PBI 585

Seed Oil Modification

Description: Information on the enzymology and genetic manipulation of storage lipid accumulation in cruciferous plants. ***Topics:*** Correspondence; protocols; laboratory reports; contracts; chemical analysis; protein sequencing. ***Program Record Number:*** NRC PBI 589

Stress Tolerance Genes

Description: Information on cell and gene technology as applied to improvement of salt tolerance, cold tolerance and disease resistance in plants. ***Topics:*** Correspondence; documents; protocols; laboratory reports; contracts; DNA analysis and synthesis. ***Program Record Number:*** NRC PBI 588

Support Services

Description: Information on on-going services to research inside and outside PBI. Records of the Administrative Office, the Research Illustration Group, the chemical analysis groups, the DNA analysis group, the Transgenic Plant Center, Plant Engineering Services and Purchasing are included. ***Topics:*** Correspondence; personnel and budget documents; progress reports and records of research; published research papers; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders. ***Program Record Number:*** NRC PBI 560

♦ Steacie Institute for Molecular Sciences (Ottawa)

Inorganic Chemical Dynamics

Description: The group uses laser, molecular beam and surface techniques to study chemical dynamics emphasizing the chemistry and physics of coordinatively unsaturated metal centres, including atoms, radicals, clusters and van der Waals complexes. Current projects include: 1) preparation and properties of naked and derivatized metal clusters; 2) reaction kinetics of metal-centred reactions; 3) high resolution optical spectroscopy of small inorganic radicals, and 4) scanning tunnelling microscopy. ***Program Record Number:*** NRC SIM 205

Molecular Selectivity

Description: The group is concerned with the application of physical and synthetic organic chemistry to the understanding of the initiation, impact, and control of free radical processes in living systems. Included are studies of biological autooxidation and its prevention by natural and synthetic antioxidants, of biokinetics and of metabolism of vitamin E. Features stressed are the identification and understanding of the underlying fundamental mechanisms, and relevance to medical diseases and disorders (cancer, heart disease, ischemia-reperfusion injury). Additionally, some non-radical research activity is focused on the mechanism of action of cholesterol esterases. ***Program Record Number:*** NRC SIM 195

Molecular Structures and Dynamics

Description: Characterization of naked metal and metal-containing clusters in condensed phases by ESR, NMR, ultraviolet, vibrational and photoelectron spectroscopies; studies of small metal-cluster chemical reactivity in relation to catalysis; studies of fullerenes and their reactivity. Study of order, disorder, molecular motion and structural evolution in solids, particularly host-guest supramolocular systems, vapour-deposited and high-pressure amorphized materials, using NMR and vibrational spectroscopies, calorimetry, diffraction and the latest techniques of computational chemistry. ***Program Record Number:*** NRC SIM 200

Organic Reaction Dynamics

Description: The group performs spectral, kinetic and thermodynamic characterization of short-lived organic and organometallic reaction intermediates in condensed phases. It studies mechanism and dynamics of free radical electron transfer reactions; photoprocesses in heterogeneous media; pico- and nanosecond laser flash photolysis with uv-visible and infrared transmission and uv-visible diffuse reflectance. Other techniques include ultrafast electrochemical measurements; photomodulation voltametry, microelectrode cyclic voltametry; and photoacoustic calorimetry. ***Program Record Number:*** NRC SIM 220

Theoretical Chemistry

Description: The group studies the dynamics of elementary chemical reactions and relaxation processes in molecules, clusters and crystals; specific examples are hydrogen tunnelling, isomerization and radiationless transitions. These calculations are based on quantum-chemically computed vibrational force fields in ground and excited states and on the analysis of molecular spectra. In addition the group studies reaction kinetics in inhomogeneous systems. ***Program Record Number:*** NRC SIM 225

Ultrafast Phenomena

Description: Using nonlinear optical techniques, the group develops lasers with duration as short as a few optical periods. The application of these sources to atomic and plasma physics problems is a major component of the current research. The group is also developing methods to time resolve, and perhaps control, the photodissociation of simple molecules. ***Program Record Number:*** NRC SIM 530

Administration

Description: Documents on the operation of the different individual laboratory sections such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support – i.e., supplies and equipment, safety committee. ***Topics:*** Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology. ***Program Record Number:*** NRC IMR 380

General-Use Series

Description: Information on the organization of international conferences – memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the Canadian Human Rights Act, status of women and access to information and privacy. ***Topics:*** Associations, clubs and societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; status of women; Canadian Human Rights Act; Access to Information Act and Privacy Act, Employment Equity, Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements. ***Program Record Number:*** NRC GEN 750

Personal Information Banks

Accounts Receivable

Description: These files record debit and credit entries in connection with National Research Council accounts receivable. Files include information on financial transactions and outstanding balances. ***Class of Individuals:*** Members of the general public who have purchased goods and services offered by the National Research Council. ***Purpose:*** In addition to recording payment, records are used to follow up on overdue accounts. ***Retention and Disposal Standards:*** Records are retained for six fiscal years and are then destroyed. ***TBS Registration:*** 000937 ***Bank Number:*** NRC PPU 045

Contracts between NRC and Individuals

Description: This bank contains the initial proposal and submission, evaluations and correspondence, details of contract, financial transactions and interim or final reports. ***Class of Individuals:*** Members of the general public who submit proposals for work to be performed for the National Research Council. ***Purpose:*** To evaluate proposals, to process contracts, and to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts. ***Retention and Disposal Standards:*** Records are retained for six fiscal years after termination of the contract or two years after rejection of the proposal and

are then destroyed. ***TBS Registration:*** 000939 ***Bank Number:*** NRC PPU 055

Deposit Accounts
Description: These files contain a record of credit balances of individuals in account with the National Research Council for the purchase of goods and services. ***Class of Individuals:*** Members of the general public who have established a deposit account for the purchase of scientific and technical information. ***Purpose:*** Files are maintained for the purpose of recording debit and credit entries against deposit accounts established by private individuals. ***Retention and Disposal Standards:*** Records are retained for six fiscal years and are then destroyed. ***TBS Registration:*** 000938 ***Bank Number:*** NRC PPU 050

Employment Applications
Description: This bank contains information on candidates available for employment at the National Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes, comments of interviewer, and letters of reference. ***Class of Individuals:*** Members of the general public who apply for employment at the National Research Council. ***Purpose:*** To select candidates for vacancies at the National Research Council. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***TBS Registration:*** 000940 ***Bank Number:*** NRC PPU 060

Industrial Research Assistance Program
Description: The records in this bank are used to support proposals for financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles or have rights to access to the results of the jointly-funded research. ***Class of Individuals:*** Directly-related employees of companies that submit proposals for financial assistance through this program. ***Purpose:*** To determine the amount of financial contribution to the company if the proposal is accepted. ***Retention and Disposal Standards:*** Accepted proposals are retained for 20 years. Unaccepted proposals are retained for 5 years. ***TBS Registration:*** 001683 ***Bank Number:*** NRC PPU 026

Information Dissemination
Description: Information in this bank is provided by the purchaser of publications, subscriptions, information or computerized services. ***Class of Individuals:*** Scientific community, contractors, architects,engineers and technicians. ***Purpose:*** To provide individuals with information on prepaid subscriptions, publications, or computerized services, and to assess and collect charges. ***Consistent Uses:*** This information is used to record financial transactions and update computerized mailing lists. ***Retention and Disposal Standards:*** Records are retained for a period of two years and are then destroyed. ***TBS Registration:*** 000944 ***Bank Number:*** NRC PPU 080

International Exchanges and Visits
Description: This bank contains applications from individuals who wish to visit France under the NRC/CNRS Scientific Co-operation Program or the France/Canada Exchange Agreement, recommendations, decisions of the selection committee, and related correspondence. ***Class of Individuals:*** Members of the scientific community. ***Purpose:*** To select individuals for these two programs and to implement administrative procedures connected with the exchange or visit. ***Retention and Disposal Standards:*** Records are retained for two years after the termination of exchange or visit, or two years after the date on which the application was rejected; and are then destroyed. ***TBS Registration:*** 000934 ***Bank Number:*** NRC PPU 030

Inventions: Submissions by Private Individuals
Description: This bank contains information on inventions submitted by individuals for assessment and scientific comments and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the enquirer. ***Class of Individuals:*** Members of the general public who request advice about their inventions. ***Purpose:*** To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public. ***Retention and Disposal Standards:*** Records are retained for a period of two years and are then destroyed. ***TBS Registration:*** 000932 ***Bank Number:*** NRC PPU 010

Manuscripts for Publication
Description: These records contain manuscripts, forms and publishing department correspondence related to the printing of Council research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access. ***Class of Individuals:*** Individuals who have submitted manuscripts. ***Purpose:*** To record information relating to the publication of papers in research journals. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***TBS Registration:*** 000936 ***Bank Number:*** NRC PPU 040

National Research Council and Committee Membership
Description: This bank contains background information, including the educational background, affiliation, publication list, and professional experience of individuals nominated for service on Council and its associated committees. ***Class of Individuals:*** Past and current members of Council and members of committees of Council. ***Purpose:*** To assist in the selection and appointment of members of the National Research

Council and its committees. ***Retention and Disposal Standards:*** Records of persons who are or have been members of the Council and/or its committees are retained for 30 years and then transferred to the Archives Branch of the National Archives of Canada. ***TBS Registration:*** 000931 ***Bank Number:*** NRC PPU 005

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members
Description: This bank contains requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals. ***Class of Individuals:*** Members of the scientific and academic communities who ask for letters of recommendation. ***Purpose:*** To provide letters of recommendation to members of the scientific and academic communities. ***Retention and Disposal Standards:*** Files are retained for two years and are then destroyed. ***TBS Registration:*** 000933 ***Bank Number:*** NRC PPU 015

Requests to Access Personal Information
Description: This bank contains requests for access to personal information contained in personal information banks administered by the National Research Council. ***Class of Individuals:*** Individuals who have applied for access to personal information banks administered by the National Research Council. ***Purpose:*** The purpose of this bank is to verify the identity of individual applicants and to process requests. ***Consistent Uses:*** To prepare statistics for annual reports required under the Privacy Act. ***Retention and Disposal Standards:*** Records are retained for a period of two years and are then destroyed. ***TBS Registration:*** 000943 ***Bank Number:*** NRC PPU 075

Research Associateship Program: Applicant Inventory
Description: Records contain application forms, curricula vitae, academic records, publications, letters of recommendation, personal characteristics and employment history. ***Class of Individuals:*** Individuals who have made application to the National Research Council for research associateships. ***Purpose:*** To select recipients of NRC research associateships. ***Retention and Disposal Standards:*** Records are retained for two years and are then destroyed. ***TBS Registration:*** 000941 ***Bank Number:*** NRC PPU 065

Secondments and Exchanges Between the National Research Council and Outside Organizations
Description: This bank contains requests for secondment or exchange of personnel and memoranda leading to the approval or rejection of requests. ***Class of Individuals:*** Persons other than NRC employees who have been involved in exchanges or loans. ***Purpose:*** The purpose of this bank is to provide documentation for the administration of exchanges and loans of personnel. Information is used to make decisions on these exchanges and loans. ***Retention and Disposal Standards:*** Records are retained for three years after the agreement ceases or after rejection of the proposal and are then destroyed. ***TBS Registration:*** 000942 ***Bank Number:*** NRC PPU 070

Youth Initiative
Description: This bank contains information about post-secondary students, their name, age category, year of graduation, field of study, address, telephone number, level of study, and designated category under the employment Equity Act ***Class of Individuals:*** General public ***Purpose:*** The purpose of this bank is to list selected participants in the Science Collaborative Research Internship Program and the Science Technology Internship Program with small and medium-size enterprises. ***Consistent Uses:*** Monitoring, follow-up and reporting to Human Resource Development Canada ***Retention and Disposal Standards:*** Records are retained by NRC for the duration of the program plus three years, after which the records are destroyed. ***TBS Registration:*** 004039 ***Bank Number:*** NRC PPU 085

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general enquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the Canada Institute for Scientific and Technical Information; to the Industrial Research Assistance Program regarding its assistance programs; and to the Council's supporting administrative branches such as Personnel and Administrative Services, Contract Services, Public Relations and Information Services, and External Relations. Individuals wishing to access information relating to themselves should provide specific details regarding:

(1) the institute, branch, or individual to whom the correspondence was addressed;

(2) the approximate date of the correspondence;

(3) the subject matter;

(4) the name of the program (if applicable); and

(5) the file reference number, if available.

The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

Manuals

- Administration and Services Manual (ASM)

- CAN/OLE Database Manual
- CAN/OLE User's Manual
- CAN/SDI Profile Design Manual
- CAN/SND User's Manual
- Canada Labour Code Directives
- Financial Management Manual (FMM)
- Human Resources Manual (HRM)
- Interlibrary Loan Code
- Library Telecommunications Code
- Standard Operating Policies and Procedures (SOPP)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for additional information about the NRC may be directed to:

Manager, Public and International Relations
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6

(613) 993-4808

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge. Additional information about CISTI's many specialized services can be obtained from:

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2

(613) 993-1600

Regional Contacts

Scientific and technical advice, assistance and information to the Canadian manufacturing industry and the small business community in particular are provided by the Technology Network of the Industrial Research Assistance Program (IRAP). Located across Canada and staffed by scientists and engineers, IRAP offices have access to all the resources, services and expert advice of the NRC, other government laboratories and a network of specialized centres. Information on locations, names and telephone numbers of regional contacts is available from:

National Research Council Canada
Building M-55, Room 269D
Montreal Road
Ottawa, Ontario
K1A 0R6

(613) 993-3431

Reading Room

The Canada Institute for Scientific and Technical Information (CISTI) and its Information Centres have assigned public rooms under the Access to Information Act. The addresses of these rooms may be obtained by contacting the Institute at:

Building M-55, Montreal Road
Ottawa, Ontario
K1A 0S2

(613) 993-1600

National Round Table on the Environment and the Economy

Chapter 92

General Information

Background

The National Round Table on the Environment and the Economy (NRTEE) was created in 1988 in response to the Report of the World Commission on Environment and Development (Brundtland Commission) and the recommendations of the National Task Force on the Environment and the Economy. In 1993, the National Round Table on the Environment and the Economy Act received Royal assent. The Act mandated the NRTEE to serve as a catalyst in identifying, explaining and promoting the principles and practices of sustainable development. This Act establishes the organization as a departmental corporation, reporting directly to the Prime Minister.

The National Round Table is a departmental corporation committed to providing decision makers and opinion leaders with reliable information and objective views on the current state of the debate on the environment and the economy. Specifically, the agency identifies issues that have both environmental and economic implications, explores these implications, and attempts to identify actions that will balance economic prosperity with environmental preservation.

Responsibilities

The mandate of the National Round Table on the Environment and the Economy, as stated in Section 4 of the National Round Table on the Environment and the Economy Act, is to play the role of catalyst in identifying, explaining and promoting, in all sectors of Canadian society and in all regions of Canada, principles and practices of sustainable development.

Legislation

- National Round Table on the Environment and the Economy Act.

Organization

The National Round Table on the Environment and the Economy is a departmental corporation consisting of a chairperson and not more than twenty-four (24) other members appointed by Governor-in-Council for renewable terms of up to three (3) years. NRTEE's members are distinguished Canadians that represent a broad range of regions and sectors – including business, labour, academia, environmental organizations and First Nations.

An Executive Director, also appointed by Governor-in Council, serves as the Chief Executive Officer. The Executive Director supervises and directs the work and staff of the Round Table. The Secretariat in Ottawa, provides analytical, communications and administrative support to Round Table members.

Activities are organized into a series of programs, each of which is overseen by a task force made up of one or more NRTEE members and a number of volunteers from business, government and non-profit organizations. The responsible task force commissions research, conducts national consultations, reports on areas of consensus and disagreements, and puts forward, for adoption by the full membership, reasoned recommendations for steps to be taken that will promote sustainability.

Information Holdings

Program Records

Program Files

Description: Documents pertaining to the programs of the NRTEE. ***Topics:*** Include working files and records on Agriculture, Climate Change, Eco-efficiency, Economic Instruments and Green Budget Reform, Education (sustainable development), Environmental Technologies, Federal Green Procurement, Financial Services, Foreign Policy, Ocean Environment and Resources, Projet de Société, Private Woodlots, Rio + 5, Reporting on Sustainability, Transportation and Energy, Wildlife Resource Management, LEAD Canada (Leadership for Environment and Development). ***Access:*** By subject. Storage media: Paper files and EDP. ***Program Record Number:*** NRTEE PRH 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classification of Positions

Finance

Furniture and Furnishings

Human Resources

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Personal Information Banks

Consultant Information

Description: This data file contains the names, addresses and profiles of all consultants who have submitted company profiles to the NRTEE. ***Class of Individuals:*** Individuals who have submitted, solicited or unsolicited profiles to NRTEE for contract work. ***Purpose:*** To maintain a record of consultants that have an expertise in, and are interested in doing contract work with NRTEE. ***Consistent Uses:*** The records are used to review profiles for possible contract work. ***Retention and Disposal Standards:*** Records are retained for at least two years following the last administrative action on those records. ***TBS Registration:*** 003983 ***Bank Number:*** NRTEE PPU 001

Information Management and Processing Action System (IMPACT)

Description: This is a database of individuals' information in the form of name , affiliation, and business or home mailing address. Information on individuals who have expressed an interest in the NRTEE's corporate information, publications, or programs is maintained in this database. ***Class of Individuals:*** Individuals and groups that have an interest in sustainable development issues and NRTEE activities, including academia, government, business, media, non-governmental and environmental organizations, and libraries. ***Purpose:*** To maintain standard lists for the mailing of NRTEE publications, specifically the NRT Review. The database also contains contact information on individuals who have expertise in areas related to the programs and activities of the NRTEE, to be used mainly for the construction of multistakeholder discussions. ***Consistent Uses:*** The information contained in the records is used to communicate with individuals interested in issues addressed by the NRTEE. ***Retention and Disposal Standards:*** Records are retained permanently. ***TBS Registration:*** 003984 ***Bank Number:*** NRTEE PPU 002

Manuals

- Program Planning Manual – NRTEE

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Round Table on the Environment and the Economy and its programs and functions may be directed to:

National Round Table on the
Environment and the Economy (NRTEE)
344 Slater Street, Suite 200
Ottawa, Ontario, K1R 7Y3

Tel: (613) 943-2182
Fax: (613) 992-7385
E-mail: admin@nrtee-trnee.ca
Web: http://www.nrtee-trnee.ca

Reading Room

In accordance with the Access to Information Act, the NRTEE has designated a reading room located at:

344 Slater Street, Suite 200
Ottawa, Ontario, K1R 7Y3

Natural Resources Canada
Chapter 93

General Information

Background
Previously known as the Department of Energy, Mines & Resources and Forestry Canada, the Department of Natural Resources was created by the Department of Natural Resources Act on January 12th, 1995. Some branches of the Department have been in existence for more than a century.

On August 16th, 1995, the Department of Natural Resources was re-organized into four science-based sectors and one Corporate Services Sector. The mandate of the Department focuses on science and policy for the sustainable development and use of Canada's natural resources.

Responsibilities
Natural Resources Canada's objective focuses on the interests of Canada's natural resources industries such as: developing Canada's mineral, energy and forestry potential consistent with broader environmental and social objectives; promoting sustainable development of forests and coordination of national forest policy in close cooperation with the provinces and territories; conducting research, developing an appropriate regulatory framework and managing incentive programs; and, monitoring international developments and the domestic energy environment to ensure secure energy sources for Canadians.

Legislation
- Access to Information Act
- Alberta British Colombia Boundary Act
- Arctic Waters Pollution Prevention Act
- Atlantic Accord Implementation Act
- Atomic Energy Control Act
- British Columbia Act
- Canada Business Corporation Act
- Canada Explosives Act
- Canada Lands Surveys Act
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- Canadian Exploration and Development Incentive Program Act
- Canadian Exploration Incentive Program Act
- Canadian Home Insulation Program Act
- Canadian Income Tax Act – section 248
- Canadian Ownership and Control Determination Act
- Cooperative Energy Act
- Department of Energy, Mines and Resources Act
- Department of Natural Resources Act
- Electoral Boundaries Readjustment Act
- Emergencies Act, 1988
- Emergency Preparedness Act, 1988
- Energy Administration Act
- Energy Efficiency Act
- Energy Monitoring Act
- Energy Supplies Emergency Act
- Explosives Act
- Export and Import Permits Act
- Financial Administration Act
- Forestry Act
- Government Organization Act
- Hibernia Development Project Act
- Home Insulation (N.S. and P.E.I.) Program Act
- Human Rights Act
- International Boundary Commission Act
- International Boundary Demarcation Treaty
- Manitoba Act
- Motor Vehicle Fuel Consumption Standards Act
- National Energy Board Act
- National Film Act, 1939
- Northern Pipeline Act
- Nuclear Liability Act
- Official Languages Act
- Oil Substitution and Conservation Act
- Petroleum Incentives Program Act
- Prince Edward Island Act
- Privacy Act
- Provincial Boundaries Acts
- Public Lands Grants Act
- Public Service Employment Act
- Public Service Reform Act
- Public Service Staff Relations Act
- Representation Commissioner Act
- Resources and Technical Surveys Act
- Transport of Dangerous Goods Act

- Treaty of Washington
- Union of Newfoundland Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act

Organization

The Department of Natural Resources Canada is organized into five sectors and three branches: Canadian Forest Services Sector; Energy Sector; Earth Sciences Sector; Minerals and Metals Sector; and the Corporate Sector; Strategic Planning and Coordination Branch; Communications Branch; and the Audit and Evaluation Branch. There is also a crown corporation and several boards, commissions, committees and councils which report to Parliament through the Minister of Natural Resources Canada.

♦ Audit and Evaluation Branch

The Audit & Evaluation Branch is responsible for providing senior management with independent professional advice and assurances on the performance of the management framework, departmental programs, policies and operations.

♦ Canadian Forest Service (CFS) Sector

The mission of the Canadian Forest Service (CFS) is: "To promote the sustainable development of Canada's forests and competitiveness of the Canadian forest sector for the well-being of present and future generations of Canadians." In an effort to increase understanding of the complexity of forest ecosystems, the CFS evaluates approaches to forest management, monitors forest health conditions and conducts research on issues of national and international significance such as biodiversity, the impact of atmospheric change on forests and climate change. Equipped with the scientific and technical expertise, the CFS plays a strong policy role in addressing national and international issues affecting the sustainable development of Canada's forests. To this end, the CFS brings together various stakeholders to develop common strategies and arrive at national consensus on forestry issues. The CFS also establishes links with other federal departments, provinces, industry and non-governmental organizations to better address issues such as international trade, market access and sustainable management of forests world-wide. It delivers its many services through a network of five national forest research centres and its Headquarters in the National Capital Region.

♦ Climate Change Secretariat

The Climate Change Secretariat is responsible to coordinate the development of a national implementation strategy for consideration of federal/provincial/territorial Ministers of Energy and Environment (JMM) by Fall 1999. Its primary role is to: coordinate and integrate the policy work of key departments with respect to the climate change implementation strategy; to help ensure a consistent relevant corporate climate change communications strategy; and to provide a framework for sound decisions on project proposals. The Secretariat works closely with federal government departments and does not duplicate or replace the climate change related policy or program responsibilities of the two lead departments (Natural Resources Canada and Environment Canada), or the other key federal departments contributing to the implementation strategy, recognizing that the departments have the specific expertise. The Climate Change Secretariat reports directly to a Federal Deputy Ministers Steering Committee on Climate Change through the Deputy Ministers of Environment Canada and Natural Resources Canada.

♦ Communications Branch

The Branch is responsible for monitoring public and media reaction to departmental initiatives and for providing a full range of communications services to the Minister, Deputy Minister and senior management. It also provides advice and helps different Sectors in the Department to plan and implement strategies for keeping the public informed.

♦ Corporate Services Sector

This Sector is responsible for providing financial, administrative, informatics, information management and support services to departmental operations so as to ensure accountability and control. Other responsibilities include: the development, implementation and provision of a full range of personnel policies, programs and services; providing information on environmental and socio-economic issues and analysis and advice at the strategic level on environmentally related concerns.

♦ Earth Sciences Sector

The Earth Sciences Sector, part of Natural Resources Canada, comprises Geomatics Canada, the Geological Survey of Canada and the Polar Continental Shelf Project (PCSP).

Geological Survey of Canada:

The Geological Survey of Canada (GSC), part of the Earth Science Sector and fulfills a requirement of the Resources and Technical Surveys Act of 1949 and 1994 that the Minister "make a full and scientific examination of the geological structure and mineralogy of Canada". GSC is responsible to provide Canada with a comprehensive geoscience knowledge base contributing to economic development, public safety and environmental protection by acquiring, interpreting and disseminating geoscience information concerning Canada's landmass, including offshore. Aspects include mapping the regional geologic and tectonic framework of Canada's landmass and offshore; developing an understanding of the nature, quantity, distribution and formation of Canada's mineral and energy resources; developing an understanding of the contemporary geological processes affecting Canadian society; maintaining a National Geoscience

Data-base (including appropriate archives and reference collections), and ensuring that all information is available as maps, reports or computerized databases in a timely fashion. These programmes are national in scope and carried out in every province and territory and in the offshore 200 mile Economic Zone, from each of the GSC's sites. Projects range from basic scientific research to the development of new methodologies and technologies for transfer to the private sector.

Geomatics Canada:

Geomatics Canada is a division of the Earth Sciences Sector of Natural Resources Canada. It is part of what makes Canada one of the world's "smartest" natural resources developers. Geomatics Canada is responsible for matters relating to surveying, mapping, remotely sensed data and geographically referenced information describing the Canadian landmass. This information is used in formulating public policy and in supporting internationally competitive Canadian geospatial enterprises. Primary activities include the acquisition and dissemination of topographical and geographical information and remotely sensed data, the development and transfer of associated technologies, and participation in related national and international partnerships. Recently the Canadian Geospatial Data Infrastructure (CGDI) internet site was launched, giving a web-based access point for the latest Canadian environmental, geographic and scientific information of all kinds. This project was developed in cooperation with other agencies of the Government of Canada, provincial governments, industry and Canadian universities.

♦ Energy Sector

In partnership with all levels of government, universities, research institutes, the private sector and international organizations, the Energy Sector works to enhance the economic and environmental well-being of Canada by fostering the sustainable development and use of the nation's energy resources to meet the present and future needs of Canadians. Its mission is "A better Energy Future for Canada". The sector focuses on science and technology (S&T), policies, programs, knowledge and international activities in the areas of energy efficiency, renewables and alternatives, and energy resources to further sustainable development.

♦ Minerals and Metals Sector (MMS)

The Mineral and Metals Sector promotes the sustainable development of Canada's minerals and metals resources industry by integrating economics, social and environmenal objectives. It provides policy advice, Science and Technology, commodity and statistical information in support of decision-making. It is also the federal government's primary source of expertise on explosives regulations and technology.

♦ Strategic Planning and Coordination Branch SPCB

Information relating to the Strategic Planning and Coordination Branch which supports the Deputy Minister and the Departmental Management Committee (DMC) by working within NRCan and with other partners to develop NRCan responses to government-wide policy priorities and policy research initiatives, and to position NRCan work strategically within the interdepartmental community. It develops and coordinates policies on environment and sustainable development and manages the Department's sustainable development strategy. Through the Deputy Minister, the Branch provides advice and issue management support services to the Minister and the Department. Cabinet Affairs and Parliamentary Affairs units are the key areas of responsibility for these services. The Branch coordinates ministerial correspondence through the Executive Correspondence Unit. The Branch leads the development of strategic departmental policies and management approaches to S&T (e.g. revenue generation, performance measurement). It coordinates the Department's S&T Management Framework and our response to the federal S&T strategy. The Branch also leads the Department's strategic and business planning cycle activities. The Branch provides leadership and coordination across the Department on the development and implementation of NRCan's Excellence Program.

Information Holdings

Program Records

♦ Audit and Evaluation Branch

Audit and Evaluation

Description: Information relating to risk assessments and audits on the performance of the management framework, and on the effectiveness of systems and controls related to: 1) the cost-effectiveness of program delivery activities and internal operations, including the economic and efficient use of resources; 2) the reliability and integrity of information for decision-making and accountability reporting; 3) prudence and probity in the use of public funds and the safeguarding of assets; and 4) compliance with statutes and policies. Includes assessments, surveys and evaluation studies to assess the continued relevance, cost-effectiveness, impacts and success of departmental programs, policies and organizations by assessing their performance and identifying opportunities and innovative ways of achieving goals in alternative ways. ***Topics:*** Risk assessments, comprehensive audits, compliance reviews, special reviews, financial attest audits, and follow-up audits; development of performance indictors, evaluation frameworks, evaluation assessments, evaluation studies, impact analyses and special studies, client and stakeholder surveys; internal audit and progrtam

evaluation methodologies; Auditor General Reports; Treasury Board Secretariat and Comptroller General for Canada. ***Program Record Number:*** NRCan AEB 640

♦ Canadian Forest Service (CFS) Sector

CFS Regional Establishments / S&T Networks
Description: The CFS delivers much of its research and communicates the result through a system of 10 networks, involving five national research centres and within two key theme areas: understanding forest ecosystems and advancing sustainable development. This network system allows the CFS to address national and international issues while delivering programs through regionally-based research centres. The networks are suited to create partnerships and alliances between the CFS and outside agencies, to undertake specific projects and to identify and address strategic national issues. The Research Centres are located in: Victoria, British Columbia; Edmonton Alberta; Sault Ste. Marie, Ontario; Sainte-Foy, Québec; and Fredericton, New Brunswick. Each Centre is also interconnected to other parts of the forest sector such as universities, private research facilities, international institutes, and non-governmental organizations. ***Topics:*** Each of the five centres has been designated as the "lead centre" for scientific leadership in the following 10 key priority areas within the CFS S&T program: Victoria – Effects of Forest Practices, and Landscape Management. Edmonton – Fire Management, Climate Change, and Socio-economic Research. Sault Ste. Marie – Pest Management Methods and Forest Ecosystem Processes. Sainte-Foy – Forest Ecosystem Processes, Tree Biotechnology and Advanced Genetics. Fredericton – Forest Biodiversity and Forest Health. ***Program Record Number:*** NRCan CFS 004

Industry, Economics and Programs Branch (IEPB)
Description: Working with other federal departments and forest sector stakeholders, this Branch helps the CFS address key issues on trade, resource supply; industrial policy and market access, and facilitates the continuing sustainable development of the forest industry. The Industry, Economics and Programs Branch is responsible for industrial liaison and relations and programs related to the forest industry and trade. This Branch provides direction to the CFS's five forestry centres and the other two Branches on matters regarding industry, trade and economics. The IEPB also gives forest economic and statistical advice and services, including support to projects such as the development of Criteria and Indicators (C&I), the State of Canada's Forests Report, the National Forestry Database Program (NFDP) and other federal forestry mandated programs. ***Topics:*** Working with other federal departments and forest sector stakeholders, this Branch helps the CFS address key issues on trade, resource supply; industrial policy and market access, and facilitates the continuing sustainable development of the forest industry. The Industry, Economics and Programs Branch is responsible for industrial liaison and relations and programs related to the forest industry and trade. This Branch provides direction to the CFS's five forestry centres and the other two Branches on matters regarding industry, trade and economics. The IEPB also gives forest economic and statistical advice and services, including support to projects such as the development of Criteria and Indicators (C&I), the State of Canada's Forests Report, the National Forestry Database Program (NFDP) and other federal forestry mandated programs. ***Program Record Number:*** NRCan CFS 002

Policy, Planning and International Affairs Branch (PPIAB)
Description: The Policy, Planning and International Affairs Branch is responsible for forest policy development and coordination, operational and strategic planning international affairs, as well as federal-provincial, ENGO, Aboriginal and private woodlot owner relations. The PPIAB gives direction and assistance to the CFS's five forestry centres and the other two Branches on the development and implementation of policy for all forestry activities in science, environmental and international affairs. This Branch serves as liaison with the Strategic Planning and Coordination Branch, other Sectors of Natural Resources Canada and federal departments. Working closely with Foreign Affairs and International Trade Canada, the provincial and territorial governments and other forestry stakeholders, this branch helps the CFS continue its leadership role in international forestry initiatives. The PPIAB is responsible for the management of federal-provincial relations in the Canadian forest sector including initiatives involving the Canadian Council of Forest Ministers (CCFM). The PPIAB also fosters regional development and relations with Environmental Non-governmental organizations (ENGOs), aboriginal organizations, and private woodlot owner organizations. ***Topics:*** Policy, planning and international affairs; Sustainable Development Strategy; CCFM Activities; CCFM Partnership Programs; State of the Forest Report: National Forest Strategy Coalition; C&I (lead) – National and International; Secretariat to the Montreal Process; Environmental Affairs; Aboriginal Affairs; Regional Development; Private Woodlots; Expenditures Management Process; Strategic Planning; Operational Planning; World Conservation Union (IUCN); UNSCD (United Nations Commission on Sustainable Development) International Forestry; Convention on the International Trade of Endangered Species (CITES); Bilateral Agreements – Coordination; Food and Agriculture Organization of the United Nations (FAO) Relations; Support to North American Forestry Commission; International Timber and Trade Organization. ***Program Record Number:*** NRCan CFS 001

Science Branch
Description: With the help of this Branch, the CFS forges productive partnerships with the science and technology community, resource management agencies, and stakeholder groups in order to meet common national and international objectives. The Science Branch not only

provides information and functional direction on CFS Science and Technology (S&T) programs and issues, but it also ensures, in cooperation with the CFS's five national centres, the implementation of the new S&T strategic directions within the framework of the CFS Strategic plan. The CFS's S&T program promotes sustainable forest management and a competitive Canadian forest sector through the development and implementation of knowledge databases and technology. The Science Branch is also responsible for distributing information on the CFS S&T program and for the publication and distribution of national scientific documentation. As well, this Branch strives to identify business and marketing opportunities for the commercialization and transfer of forest technologies. ***Topics:*** S&T Coordination; Forest Engineering Research Institute of Canada (FERIC); S&T Opportunities and Merit Awards; Commonwealth Institute of Biological Control; Plant Health and Quarantine; Coordination of CFS Involvement in Federal S&T Issues; Program Evaluation; International Union of Forest Research Organization; National S&T Advisory Board; Experimental Forests; S&T Management Framework; Research Scientist Promotions; S&T Publishing and Editing; S&T Agreements / Memorandum Of Understanding (MOU); CFS / Natural Sciences Engineering Research Council of Canada (NSERC) Partnership Program; Graduate Student Supplements: Energy from the Forest (ENFOR); Intellectual Properties; Commercialization; Technology Transfer; International Energy Agency; S&T Marketing. ***Program Record Number:*** NRCan CFS 003

♦ Communications Branch

Communications

Description: Information relating to the provision of information to be communicated to the public on federal policies, strategies and programs affecting energy, forestry, minerals, earth sciences and selected research and technology endeavours. ***Topics:*** Communications' automated systems and electronic equipment; associations, conferences and committees; contracts; evaluation studies; marketing; client services; publishing; publications design contracts; press clippings and releases; publications; employee newsletter, The Source; advertising; exhibitions and displays. ***Program Record Number:*** NRCan CB 620

♦ Corporate Services Sector

Assets Management and Administrative Services

Description: Information relating to the provision of general administrative services which reflect central and departmental guidelines. Aspects include management of departmental Real Property (lands, buildings and sites leased or owned by the Department), signage, vehicle fleet, telecommunications as well as the Office of Environmental Affairs. ***Topics:*** Assets management and administrative services; assets planning; workplans and reports; mail and messenger services; parking; crown-owned living accommodation; master accommodation plans; long term capital plan; Accommodation information management systems; facilities operations; liaison with Public Works; service agreements; buildings and properties; conservation and health issues; emergency and safety procedures in buildings; tenant services; security – incidents, physical, personnel and clearances; vehicles; motor vehicle accidents; vehicle (fleet) management; environment; environmental sciences; mandatory and voluntary environmental requirements; environmental compliance, auditing, evaluation and inspection; environmental strategies, management, protection, assessment process; strategic environmental assessment; cumulative impacts; environmental stewardship; greening of departmental operations; action plans; priority substances; environmental risk assessment and management; environmental toxicology; strategic options process; contaminated sites; remediation of contamination; toxic chemicals; accelerated reduction/elimination of toxics; waste management; composting; recycling; ozone depleting substances (ODSs); polychlorinated biphenyls (PCBs); heavy metals; polycyclic aromatic hydrocarbons (PAHs); dioxins and furans; persistent organic pollutants (POPs); storage tanks; green procurement; environmental performance monitoring and reporting; environmental assessment public registry; natural resources and the environment; water and wastewater; air issues; long range transport; ocean dumping; land-use management; state of environment reporting; analytical chemistry; pollution prevention; ecosystem approach; due diligenc; expert-advice; national pollutants release inventory; national guideline, objectives and standards; occupational health and safety requirements; fire protection and prevention; dangerous substances management; investigations; associations and organizations; training; conferences; committees and working groups; integrated accommodation plan; sales / disposals of properties; Federal Building Initiative (FBI) Departmental project; Green Power; information technology security, communications, intelligence, liaison with police, emergency preparedness, telecommunications; data communication lines; telephone directories. ***Program Record Number:*** NRCan CSS 003

Corporate Services Sector

Description: Information relating to the provision of management direction, policy, advice and comprehensive management support functions, systems and services to the Department. ***Topics:*** NRCan administration; legislation; regulatory reform legislation; associations and organizations; departmental authorities; campaigns and canvassing; ceremonies and celebrations; committees, task forces, working groups; corporations; conferences, meetings and seminars; consultants; inventions, patents and copyrights; legal documents and matters; circulars and directives; reports; domestic visits. ***Program Record Number:*** NRCan CSS 001

Financial Management

Description: Information relating to the provision of a decentralized financial management service to organizations throughout the Department, including the preparation of departmental operational plans and the distribution by allotment of appropriate funds from Treasury Board. Aspects include the procurement, leasing and inventory control of goods and services for organizations throughout the Department. ***Topics:*** Financial management; operational plans; financial analysis and planning; reference levels; reductions and restraints; accounting and policy; accounts payable and receivable; advances; allotments; resource management; cheques and chequing; claims; financial commitment control; expenditures; cost recovery; estimates and budgets; fees; authorities; encumbrances; professional services contracts; specified purpose accounts; Treasury Board submissions; resource tracking system; hospitality; investments; loans; annual reference level updates; public accounts; pay verification; financial reporting and information systems; financial reports; statistics and statements; revenue control; contracts; grants and contributions; awards; suppliers; taxes; travel allowances, expenses, and relocation; government financial system; ocean drilling program; passports and visas; goods and services; accounting and inventories; procurement of materiel and services; manuals and price lists; disposal and loan of equipment; sources of supply and services. ***Program Record Number:*** NRCan CSS 004

Human Resource Services

Description: Information relating to the provision of human resource services to client Sectors. This expertise enables the effective management of departmental human resources through the planning, development, delivery and monitoring of the best human resource practices. Essential functions like strategic planning, monitoring and reporting, policy and program development, service delivery and response to special requests, encompass all basic HR activities that translate governmental and departmental priorities into policies, plans, programs and services. ***Topics:*** Staff relations and compensation; human resources information management; classification and staffing; executive resourceing; organizational development; employment equity; human resource strategic planning, monitoring, research and projects; training and development; official languages; workforce adjustment; compensation and benefits and human resource operations. ***Program Record Number:*** NRCan CSS 765

Information Management Branch

Description: Information relating to the development and implementation of sound information technology and information management (IT/IM) practices in NRCan; focal point for technological direction, standardization, integration and support for departmental and sectoral IT services; designing, developing and maintaining common administrative applications; developing and managing inter-sectoral and external data communication; providing IT telecommunications infrastructure for participating sectors; managing information holdings and supporting records offices; administering the Access to Information & Privacy Acts within the Department; and Headquarters Library Services. ***Topics:*** Information management; Access to Information and Privacy Acts; inventory of electronic data; departmental central index; essential records program; information systems design, implementation and maintenance; service agreements; information evaluation and scheduling – authorities, accessions and transfers, disposal, storage facilities; historical records; work plans and reports; electronic information management systems; training; library services; information technology; contracts; local purchase orders; capital purchases; associations and organizations; committees; conferences; policy planning and coordination; information management plans; information technology systems plans; NRCan and Treasury Board information technology standards; computing study; central computing; computing facilities services and projects; computer hardware, software and operations; laser printing; micro-pool; information resource centre; corporate systems; consulting services; Common Office Environment (COE); Information Management (IM) Roadmap; Information Technology Management Framework (ITMF). ***Program Record Number:*** NRCan CSS 002

♦ Earth Sciences Sector

Business Development

Description: Information relating to the Business Development corporate group whose principal functions include the provision of a consistent "business" framework for ESS, as well as providing assistance in the advancement of business opportunities for Canada's geoscience and geomatics industries. In general terms, the group's main responsibilities include the development, implementation and monitoring of business plans, policies, guidelines and procedures; the coordination of domestic and international business relations; and the coordination and provision of advice to line divisions on business related issues; the management of ESS Intellectual Property, Memoranda of Understanding and other business related agreements. The group also provides leadership in the management of the Sector's Revolving Fund, as well as promotion of international business opportunities for ESS and its industry clients. ***Topics:*** Business development; reports; associations and organizations; liaison with companies, other departments, provinces and countries; committees; conferences; marketing; license agreements and patents; copyrights information. ***Program Record Number:*** NRCan ESS 005

Canada Centre for Remote Sensing

Description: The Canada Centre for Remote Sensing (CCRS) uses and develops state-of-the-art operational systems to collect, produce, correct and analyze data from Earth-observation satellites and other sources. CCRS cooperates with resource management agencies

and value-added industry to establish and demonstrate improved remote sensing information extraction techniques. Also includes information on the development and maintenance of national geographic information systems (GIS); national geographic information databases; technology and development contracts and information used to promote and coordinate the development of a Canadian GIS industry. ***Topics:*** Reports; Committees; conferences; Canadian Partnerships and Liaison – Industry, associations and organizations (Canadian Space Agency (CSA), Radarsat International Inc., Canadian Geomatics Industry, Geomatics Industry Association of Canada (GIAC)), and other government departments; International Earth Observation Partnerships & Liaison, including but not limited to: European Space Agency (ERS Radar Satellites), NASDA (Japan – JERS Radar Satellite), SpotImage (France – SPOT Satellite), National Aeronautics and Space Administration's NASA / National Oceanic and Atmospheric Administration's NOAA (US – Landsat & Meteorological Satellites), other international Remote sensing centres; International Technology Transfer Partners and Liaison, including but not limited to: Canadian International Development Agency CIDA, International Development Research Centre IDRC, Foreign Affairs and International Trade Canada FAITC, World Bank, United Nations, NATO, Interamerican Development Bank, Asia Development Bank, Commonwealth Science Council, PAIG, SELPER; National Remote Sensing support programs; Scientific and industrial liaison; economic and concept design studies; mission requirements, technology development, and dissemination of information (WWW & Multimedia); algorithm and methodology development, image processing and data integration research; client services and communications; licensing and intellectual property; revenue generation activities; applications research, development, demonstration, training and technology transfer on effective use of RADAR in fields including agriculture, forestry, geology, cartography & mapping, hydrology, ice & oceans, coastal zone management, international development assistance; image mapping, environmental monitoring, global change, local environment research, land information management, data fusion, multimedia applications development, physics research; EO ground Receiving station operations; EO data reception and processing, SAR digital processor development; user systems development; EO data archive and distribution development and maintenance; spectroscopy; radiometry; internal informatics and computer / network services and support; GIS development; geo-data access systems development; implementation and management; geo-information dissemination; data interchange formats; geodata marketing and needs assessment; Industrial Research Assistance Program (IRAP); program impact assessment; Departmental policy and planning liaison; market assessment. ***Program Record Number:***
NRCan ESS 001

Geodetic Survey
Description: Geodetic survey is responsible for providing and maintaining the national spatial reference system, standards and national networks of gravity and survey control points for Canada. Geodetic Survey ensures the availability of spatial referencing information, expertise and services that are responsive to the needs of clients. The primary role of the Geodetic Survey Division (GSD) is to maintain, continuously improve, and facilitate efficient access to what is now known as the Canadian Spatial Reference System (CSRS). The result is a national coordinate system, which serves, as a reference for all mapping, charting, navigation, boundary demarcation, crustal deformation and other georeferencing needs. While continuing to serve on-going requirments for survey control, the growing demands of Global Positioning System (GPS) users in particular have resulted in a focus on supporting positioning from space. The Canadian Active Control System (CACS) was established during this decade in order to provide users of GPS with access to the national standard for positions. A real-time capability under development is expanding that access. In 1994, development of the Canadian Base Network (CBN) was started to provide a high accuracy network of ground monumentation compatible with the increased precision available from GPS. Gravity and Very Long Baseline Interferometry (VLBI) are key elements of the program. While gravity observations satisfy geophysical needs, they also serve as the basis for defining the geoid model. And the geoid model, in turn, contributes to the vertical component of the reference system so that ellipsoidal GPS heights can be converted to orthometric elevations for practical uses. Finally, VLBI establishes the stable fiducial reference frame for the entire system, fixed with respect to deepest space, and contributes to the evaluation of crustal motion. In developing and carrying out the geodetic program, the division collaborates with scientific agencies such as the International GPS Service for Geodynamics for international standards and with stakeholders such as the provinces both for national standards and for delivery of services to clients. Contracts are let to industry for operational requirements, and research and development initiatives are often directed toward universities or industry. The result is a Canadian Spatial Reference System that is evolving rapidly with the integration of technologies of computers, communications and satellites, to meet the diverse positioning needs of the Canadian people. ***Topics:*** Geodetic Surveys; operations: associations and organizations; liaison with companies, departments, provinces and countries; committees; conferences; memorandums of understanding; Canadian Spatial Reference System; Canadian Arctic Control System (CACS); Canadian Geodetic Information System; National Gravity Program; Electronic Distance Measurement; baselines; GPS base nets; geodetic data management; geodetic data analysis and adjustment; geodetic client services; North American Datum and Adjustment (NAD83); North American Datum and Adjustment (NAD88); US national geodetic survey collaboration; geodetic and gravity field surveys; surveying

equipment and instruments; inertial Survey System (ISS); leveling systems; Global Positioning System (GPS); primary horizontal control; primary vertical control; satellite Doppler; Very Long Baseline Interferometry; Canadian Gravity Standardization Network; Canadian Superconductivity Gravimeter Installation; gravimetry – absolute, relative, and dynamic; geoid model; Canadian Base Network; contracting-out; source list for control survey contractors; gravity – standards, data base, maps, international liaison & projects, mathematical methods applications, and crustal movement. ***Program Record Number:*** NRCan ESS 003

Legal Surveys

Description: Information relating to the management and regulation of all surveys carried out in Canada Lands, as stipulated in the Canada Lands Surveys Act. Canada Lands include all land in the Territories that is not privately owned, Indian reserves, national parks and the offshore. Information relating to the maintenance and regulation of the boundaries between Canada and United States, including the positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. ***Topics:*** Legal surveys, operations and meetings; status reports; monitoring results of plans of surveys; matrices reports; analysis of completed survey reports; projects; survey information requests; grants and contributions; associations and organizations; Surveys Records Information System; liaison with companies, other departments, provinces and countries; committees and conferences; modernization and standards; memorandum of understanding; contracts; Indian reserves surveys; Indian reserve survey – legal matters; native land claims; Indian Reserves name changes; national and historic parks and sites; bird sanctuaries and wildlife areas; rights of way for pipelines, roads, and transmission lines in the territories; territorial resources base mapping; territorial mining surveys; settlements site surveys; interprovincial and territorial boundary commissions and surveys; international boundary surveys; coordinated survey areas; oil and gas – grid areas; aerial photography surveys; survey information and procedures; offshore survey information and procedures; manual of instructions for the Survey of Canada Lands; intergovernmental and interdepartmental agreements; acts and regulations; description of electoral districts; North American Datum and Adjustment; Offshore oil and gas surveys; survey and mapping research and development; legal survey monument coordinate data base; surveys records depository; International Boundary Commission; International and offshore boundary issues; boundary regulation; International boundary field operations; geographical coordinates of boundary monuments; Indian Reserves Boundaries. ***Program Record Number:*** NRCan ESS 004

Mapping and Services Branch

Description: Information relating to the management of the program responsible for the formulation and maintenance of national standards for mapping and for the production of topographical, topomymic and aeronautical information in Canada. Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, and including names of features and places. ***Topics:*** Mapping services; grants and contributions; unsolicited proposals; status reports; associations and organizations; liaison with companies, other government departments, provinces, and countries; industry support; committees; conferences; partnerships; foreign projects; research and development; National Topographic Data Base (NTDB); Canadian Road Network (CRN); National Topographic Series of maps (NTS); arctic and northern program; maps and mapping; remote sensing; topographical mapping; contract mapping; flood risk contract mapping; digital topographical mapping; data conversion; data structuring; data revision; geographical information systems; new mapping; nomenclature and toponomy; quality control; quality assurance; revision mapping; map derivation; standards and specifications; survey control; aerial photography; aerial survey data base; data and map distribution; distributors; user support; inquiries; aeronautical charting; flight information; instrument flight rules products (IFR); Canada flight supplement; water aerodrome supplement; areas, regions and zones; visual flight rules (VFR) product; charts; Canadian Aeronautical Charts System (CANACS); Canadian Geographical Names Data Base (CGNDB); Canadian Permanent Committee on Geographical Names (CPCGN); technical services; imaging; reprographic material; pre-press printing. ***Program Record Number:*** NRCan ESS 02

Minerals and Regional Geoscience

Description: Information relating to the management and operations of the Minerals and Regional Geoscience Branch activities whose responsibilities are the mapping and interpreting the geology of the Canadian Shield and Cordilleran regions; documenting and interpreting the deep geology of Canada's continental crust; operating national observatories in seismology, geodynamics and geomagnetism; conducting national mapping programs of the earth's magnetic fields; setting standards for and undertaking contracted aeromagnetic surveys; providing expert knowledge and information on natural hazards such as earthquakes and magnetic storms; providing expertise on the nature and origin of mineral deposits of Canada, including the development of innovative exploration guidelines and techniques; providing essential information on mineral deposits to land-use planning and policy formulation; setting national standards for, and undertaking, contracted regional geochemical surveys and airborne radiometric surveys. ***Topics:*** Committees; conferences; liaison; associations and organizations; field work; research and development, projects; Mineral Development Agreements; Boundary Disputes; Juan de Fuca geoscience studies; library, publications; seismology; Canadian Seismograph Networks, Eastern Canadian Telemetered Network, Western Canadian Telemetered

Network, strong motion seismograph network, Yellowknife geophysical observatory; seismological systems development and instrumentation, data centre, Canadian Seismograph Network – Seismograms; earthquake studies and seismic hazards; seismological earth structure studies, geoscience of nuclear explosions; geomagnetism, Canadian Magnetic Observatory Network, geomagnetic systems development and instrumentation, earth structure studies; palaeomagnetism; geodynamics, Geophysical Data Centre, Canadian Crustal Motion Network, deep earth processes and global change, regional crustal dynamics; aeromagnetics, survey contracts, standards, maps, applications; continental geoscience; geological maps; geochronology; petrology; paleontology; Mineral resources, publishing and editing; exploration geophysics, instrumentation research and development, calibration testing and facilities; special projects, radiation and borehole geophysics; exploration geochemistry; national geochemical reconnaisance susrveys; metals in the natural environment; mathematical application in geology; mineral resources information systems; mineral deposits geology; international strategic minerals inventory; mineralogy and analytical chemistry; national collections; rock and mineral information services; regional mineral resources assessments; uranium resources evaluation and information bank; uranium reconnaisance program; company urnaium exploration reports; regional metallagenic studies. ***Program Record Number:*** NRCan ESS 009

Office of the Chief Geoscientist
Description: The Office of the Chief Geoscientist is responsible for coordinating and reporting on the science programs of the sector, identifying areas of synergy among science components, preparing sector wide science plans and facilating new science initiatives; liaising on scientific matters with client, partner and stakeholder groups, both internal and external to NRCan, with other federal and provincal government departments, universities, industry, and international geoscience programs and agencies; providing science advice to the Assistant Deputy Minister. ***Topics:*** Liaison, domestic and international; new technology and international programs; research and development, projects; Unsolicited Proposals; Foreign Aid Projects; Canadian International Development Agency (CIDA) Geoscience Aid Projects. ***Program Record Number:*** NRCan ESS 006

Polar Continental Shelf Project (PCSP)
Description: Information relating to the management and overall functions of the Polar Continental Shelf Project. It includes provision of coordinated logistics support to public and private sector groups, provision of information on scientific operations to the scientific community and local inhabitants. ***Topics:*** Polar Continental Shelf Project (PCSP); arctic sciences; committees; conferences; PCSP logistics support, base operations, field activities; radio and navigational systems; goods and services; aircraft; fuel and vehicles. ***Program Record Number:*** NRCan ESS 010

Policy, Planning and Information Services
Description: Information relating to the management and operations of the Policy, Planning and Information Services Branch activities whose mandate is to provide leadership and a central focus for the administrative, information, policy and planning functions for the Sector; publishing and distributing the scientific output of the GSC; coordinating internal and external communications; providing library and information services and managing the information technology infrastructure; delivering administrative services for the National Capital Region; accountable with other groups for Sector planning processes, providing policy analysis and development and support to the Assistant Deputy Minister in carrying out the Sector's mandate. ***Topics:*** Committees; conferences; federal / provincial relations; strategic planning; branch management; geoscience information; library and services, exchange agreements, liaison, communiations technical services; National Geoscan; exhibits; advertising. ***Program Record Number:*** NRCan ESS 007

Sedimentary and Marine Geoscience
Description: Information relating to the management and operations of the Sedimentary and Marine Geoscience Branch activities whose responsibilities are the mapping and interpreting the Appalachian regions; providing expertise in near-surface geology, in natural terrain hazards, geomorphology and glaciology, with special emphasis on public safety and the environment; providing expert knowledge on the distribution, geotechnical properties, and economic use of the unconsolidated materials at the Earth's surface; undertaking coastal and offshore geoscientific surveys; providing assessments of the hazards and environmental quality of Canada's extensive coastal and offshore regions; providing expert geological, geochemical and geophysical information on the coastal zone, seabed, onshore and offshore sedimentary basins and crustal processes; providing the geoscience knowledge base from which to make assessments of oil, gas and coal resources throughout Canada, both onshore and offshore; providing the principal focus for research and collections in paleontology and palynology. ***Topics:*** Committees; conferences; liaison; associations and organizations; field work; surveys; research and development; Program for Industry Laboratory Projects; Panel on Energy Research and Development; Unsolicited Proposals; Boundary Disputes; research projects; ocean mining and research; oil and gas resources and exploration; basin analysis; environmental marine geology; terrain sciences, environmental studies; publishing and editing; Nuclear Fuel Waste Management Program; terrain dynamics, permafrost research, transportation and hydrocarbon development; geothermics; geothermal energy; quaternary environments, paleoecology and radiocarbon laboratories; sedimentology research; quaternary geology; research grant agreements; federal/provincial agreements, mineral development agreements; coal geology; paleontology, calibration testing and facilities; petroleum geology, geochemistry, resources; regional geology, arctic

islands, mainland. ***Program Record Number:*** NRCan ESS 008

♦ Energy Sector

Conservation and Non-Petroleum (Closed)

Description: Information relating to the overall management of the energy conservation and non-petroleum sources activities to ensure the development of adequate, and secure sources of non-petroleum energy to meet Canada's energy requirements and to develop and maintain policies and programs for the efficient use and conservation of energy. ***Topics:*** (CN series) conservation and non-petroleum; energy issues; energy research and development; non-petroleum energy sources; Uranium Canada Limited; 5 year modernization program; Remote Community Demonstration Program; Accelerated Demonstration of Solar Domestic Water Heater Program phase 1 and 2; Purchase and Use of Solar Heating Program; Solar Domestic Hot Water Program phase 3, 4, 5 and 6; Alternative Energy Enerdemo Program; International symposium on alcohol fuels; ridesharing; Federal Vanpool Program. ***Program Record Number:*** NRCan ES 245

Conservation and Renewable Energy (Closed)

Description: Information relating to the planning and management of activities in support of the promotion of energy conservation and the development of renewable energy resources in order to meet Canada's energy requirements and other economic, social, regional and environmental objectives. ***Topics:*** (CE series) Conservation and renewable energy; memorandum of understanding; energy research and development, panel, task one – taxation; transportation energy; regional operation, energy, promotional activities; national conservation and alternative energy initiatives; economics of energy conservation in Canada; program sector strategic planning; program review and evaluation; urban systems analysis; energy activities; residential sector energy conservation; contracts; transportation fuels; outreach programs; home energy; home energy conservation codes and standards; energy conservation, industrial sector, residential sector; indoor air quality; solar energy; home energy technology and industry, building issues and training and seminars; new housing; R-2000 Home Program; residential technology and industry development contracts; medium and high-rise apartments; industrial energy; task forces, commercial sector energy conservation, agricultural sector; industrial energy data base and analysis; industrial task forces council; industrial energy techniques, equipment and technologies; waste management and resource recovery; energy issues affecting federal energy management; energy conservation – codes and standards; energy pricing and taxation; renewable energy; energy conservation technology; task four of the Panel on Energy Research and Development; Solar Energy Development Program; small and low head hydro technology research and development project; geothermal technology research and development project; active solar technology research development and demonstration project; passive solar technology research development and demonstration project; photovoltaic technology research and development project; wind technology research and development project; Solar Domestic Hot Water Demonstration Program, phase seven, eight; Bioenergy Development Program; PEI Alternative Energy Development Program; Canada/ Nova Scotia Energy Conservation Subsidiary Agreement; Remote Community Demonstration Program; (CR series) Canertech; technology transfer and demonstration; commercial sector energy conservation; energy issues; energy conservation issues; energy research and development; liaison on technology transfer and demonstration; solar energy; residential sector energy conservation; arctic and northern housing; new housing; socio-economics impact of energy conservation; transportation and urban sector energy conservation; Energy Management and Technology Transfer Program; federal energy programs; Atlantic Energy Conservation Investment Program; Biomass Energy Loan Guarantee Program; Canadian Home Insulation Program; consumer education programs; Federal Energy Management Program; Internal Energy Conservation Program; surveys workshops information and monitoring; Industrial Conversion Assistance Program. ***Program Record Number:*** NRCan ES 310

Energy Efficiency

Description: Information relating to advice, development and delivery of programs concerning the efficient use of energy and the alternative transportation fuels in Canada. ***Topics:*** Efficiency and alternative energy – policy development and analysis, initiatives, models and data base, marketing and communications activities; energy efficiency and diversity initiatives; energy efficiency and the environment; appliance energy efficiency; energy conservation standards; energy efficiency training; industrial / commercial energy efficiency; environment; federal buildings initiatives; national energy retrofit program; R-2000 Home Program; builder education program and training; Canadian Home Builders Association international activities; marketing and information; Canadian Home Builders Association contract management; alternative energy; biomass energy; bioenergy development program; transportation energy; transportation energy – database; alcohol transportation fuels; Methanol Demonstration Program; gaseous transportation fuels; propane transportation fuels; compressed natural gas (CNG) transportation fuels; CNG Vehicle Grant Program; CNG Fuelling Station Program; liquified natural gas transportation fuels; hydrogen transportation fuels; PERD Task Five – New Liquid Fuels; liquid hydrocarbon fuel; liquid synthetic transportation fuels; transportation systems; Driver Outreach Program; vehicles; aircraft; marine vehicles; railways; road vehicles; emission standards; road vehicle engine systems; fuel consumption standards program; trucks; energy innovators; energuide; window labelling; heating, ventilation and air conditioning (HVAC) rating;

energy performance regulations. ***Program Record Number:*** NRCan ES 200

Energy Policy

Description: Information relating to energy policy, which encompasses the coordination of the review and analysis of policy objectives and instruments, and the analysis, development and coordination of new energy policy recommendations and the analysis of those recommendations with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return including provincial fiscal regimes and energy corporations . Includes workplans and internal meetings. ***Topics:*** Policies – Federal Economic, Energy Trade, Federal Energy, Public views; strategic planning; committees, regulatory boards and agencies, briefings; relations; federal government priorities; energy research and development; energy security; industry assistance programs; energy and the environment; Canadianization; Cooperative Energy Corporation; Cooperative Energy Development Corporation; crown corporations; issues and projects relating to petroleum, oil, natural gas, electricity, uranium, nuclear and coal; international energy relations; domestic organization and agencies; Petro-Canada International Assistance Corporation; international conferences; Canadian committees of the world energy conference; energy relations – by countries; liaison on Canadian energy commodities, policies, budgets and fiscal policy; international energy commodities comparisons; international organizations; visits and protocol; Economic and financial analysis; consultants and contracts; reports; financial data in support of the Energy Sector; analysis techniques; energy industry analysis; energy revenues forecast; financial, fiscal and supply analysis models; fiscal analysis; energy market analysis; Federal / Provincial agreements; energy supply and project analysis; petroleum resources; pricing; reserves; resources and production; macroeconomic analysis; monitoring and information systems; energy statistics and publications; megaproject monitoring; International Energy Agency (IEA); supply and demand refinery feedstock survey; Petroleum Monitoring Agency (PMA); monitoring of the coal industry; petroleum industry; energy research and development survey; estimates and forecasts in petroleum industry; quaterly industrials corporations survey in petroleum industry; ownership and control in petroleum industry; survey questionnaires in petroleum industry; special studies drilling fund study; taxation study; (EP series) energy policy analysis; corporate development; energy issues; National Energy Program; non-petroleum energy sources; petroleum energy resources; energy conservation; Energy Security Act; energy policy planning; federal energy planning; effect of federal energy policies on northern development; Beaufort Sea petroleum planning; corporate development; crown corporations; energy envelope; Energy Deputies Committees; industrial benefits; alternative energy sources; coal; electricity; electricity exports and generation; nuclear – issues, export, heavy water industry, industry review and policy review; petroleum – industry downstream, downstream marketing, downstream refining and downstream upgrader; natural gas; natural gas exports; Petroleum Incentives Program; uranium; uranium exports; energy policy relating to climate change issues at the domestic and internal levels. ***Program Record Number:*** NRCan ES 161

Energy Research and Development

Description: Information relating to federal research and development strategies and programs (excluding nuclear fission) and international cooperation in energy R&D. ***Topics:*** Office of Energy Research and Development (OERD); planning; information coordination; publications; national energy research and development programs; program review committees; workshops and conferences; agreements; Interdepartmental Program of Energy Research and Development – tasks and programs – proposals and funding; International Energy Agency – Energy Research and Technology – Committee on Energy Research and Technology (CERT) and its sub-committees; Implementing Agreements for Research – Memorandum of Understanding on Energy R&D with US Department of Energy. ***Program Record Number:*** NRCan ES 255

Energy Research and Development Tasks and Programs

Description: Information relating to the development and implementation of plans for research and development activity in response to energy research policy and strategy, and to the coordination and administration of the interdepartmental research and development program. It includes the management and allocation of resources for projects that will help achieve and sustain domestic energy self sufficiency. ***Topics:*** Energy efficiency – Task 1; Industrial Energy Research and Development (IERD); advisory board meetings; energy efficiency – industry program; heat management; combustion; controls and sensors; industrial process electro-technology; agriculture and food; fisheries; energy efficiency – buildings; energy and climate change – task 2; GHG cycles and storage; climate change prediction and adaptation; CO2 capture and disposal; impacts of climate change; Canada Country Study; transportation – task 3; fuels and propulsion systems; advanced energy storage; emissions and emission control technologies; transportation efficiency; health and environmental impacts; Partnership for a New Generation of Vehicles (PNGV); renewable energy sources – task 4; hydraulics; active solar; photovoltaic; bioenergy; wind; hydrogen production from renewables; hydrocarbons – task 5; coal; heavy oil and oil sands; materials; pipelines; oil and gas processing; geotechnics and gas hydrates; marine shipping and offshore safety; environmental issues. ***Program Record Number:*** NRCan ES 256

Energy Resources

Description: Information relating to the development and efficient use of oil, natural gas, and natural gas liquids, the

development and implementation of federal policies associated with the interprovincial and international trade of natural gas, and contingency plans for the control and regulation of emergency production, distribution and use of petroleum resources, the administration of oil and gas exploration and production activities on frontier lands, and the provision of analysis and advice regarding all aspects of electrical energy to effectively and efficiently implement policies relating to electrical energy, provide effective information services to the public and manage the federal government's contribution to the Canadian Electrical Association's research and development program. Also includes information relating to the provision of advice and the formulation of policies to ensure that Canadian uranium resources and nuclear energy industries make optimal contributions to the country's economic development by providing a secure and economical source of energy and by realizing export opportunites. ***Topics:*** Oil and gas; committees; associations, institutes and societies; legislation and regulations; petroleum energy issues; oil supply electronic data systems; emergency oil inventory; domestic oil export pricing; oil imports; domestic oil in industry, pricing and supply and demand; domestic heavy crude oil supply and demand; domestic oil transportation; crude oil and petroleum products; oil sands development; natural gas liquids; Propane Distribution System Expansion Program; international oil markets; international world energy market; petroleum utilization; petroleum products marketing; natural gas – Canadian exports, fiscal regime, industry information program and major projects; pipeline – projects, Construction Cost Task Force, marketing, pricing, supply and demand; provincial activities; Natural Gas Market Development Incentive Program, Natural Gas Laterals Program; Natural Gas Transportation Assistance Program; energy emergency planning; Energy Supplies Allocation Board (ESAB); IEA allocation systems test; allocation program; rationing program; National Emergency Agency for Energy (NEAE); North Atlantic Treaty Organization (NATO); energy demand restraint measures, interprovincial advisory committee on energy, liaison; crude oil and petroleum products allocation planning; ESAB allocation system test; replacement of fuels; rationing program. (PT series) Natural Gas Distribution System Expansion Program; Gas Marketing Assistance Program; Frontier lands management; Canada/Newfoundland Offshore Petroleum Board (CNOPB); Canada/Nova Scotia Offshore Petroleum Board (CNSOPB); offshore oil and gas; international treaties and agreements; maritime boundaries; benefit plans and studies; oil and gas development projects; rights management administration; exploration agreements; licenses; assessment of oil and gas resources; electricity; energy issues; Panel on Energy Research and Development – Task Six, Conventional Energy Systems; international electrical energy; electrical utilities; Canadian electrical energy economics and finance; supply and demand; technology; Lower Churchill electricity development; Annapolis River Tidal Project; Coleson Cove Conversion Study; Churchill Falls dispute between Quebec and Newfoundland; Lepreau One Nuclear Project; nuclear energy and exports; fusion; heavy water; nuclear power; Point Lepreau Two Nuclear Project; uranium and nuclear energy; research and development; International uranium and nuclear issues; Uranium institute; International Uranium and Nuclear conference; nuclear safeguards and non-proliferation agreements; uranium industry; processing and refining; enrichment and reprocessing; exports; Uranium Exports Review Panel (UNEP); uranium supply and demand; radioactive waste management; Nuclear Energy Agency (NEA). ***Program Record Number:*** NRCan ES 195

Energy Technology

Description: The CANMET Energy Technology Branch works in partnership with industry and other research organizations to advance the development of energy efficiency, renewable energy, alternative transportation and oil sands technologies. With laboratories in Devon, Alberta; Ottawa, Ontario; and Varennes, Quebec; clients can access state-of-the-art research facilities and participate in a wide range of S-T activities and programs. ***Topics:*** Energy research and development projects; efficiency and alternative energy technology; renewable energy; project selection and monitoring; technology transfer and marketing; Federal Industrial Boiler Program; Industry Energy Research and Development Program; Class 43 Program – Accelerated Capital Cost Allowance. ***Program Record Number:*** NRCan ES 205

Siting Task Force for Low-Level Radioactive Waste in Ontario (Closed)

Description: Information created or received at the corporate level on the establishment of the task force which was initiated by the Minister to implement an innovative process for the establishment of a long-term low-level radioactive waste management facility for Ontario. The Task Force completed its work in 1996. ***Topics:*** Siting task force on low-level radioactive waste in Ontario; reports; memorandum to Cabinet; requests for proposal; planning process; committee; guidelines; liaison; liaison with federal government departments, crown corporations, regional governments and communities; media relations; regional information sessions; community sessions and workshops; public relations; distribution program; correspondence program. ***Program Record Number:*** NRCan ES 320

♦ Minerals and Metals Sector (MMS)

Canadian Exploration and Development Incentive Program (CEDIP) (Closed)

Description: Information relating to the Canadian Exploration and Development Incentive Program (CEDIP) established to encourage oil and gas exploration and development activities on Canada lands and offshore areas including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. ***Topics:*** Automated Incentive

Management System (AIMS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; application assessment; annual expense limit control; technical services; audits; interpretation and rulings of act and legislation; training and development; consultations and inquiries. ***Program Record Number:*** NRCan MMS 596

Canadian Exploration Incentive Program (CEIP) (Closed)
Description: Information relating to the Canadian Exploration Incentive Program (CEIP) established to encourage mining, oil and gas exploration and development activities on Canada lands and offshore areas including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. ***Topics:*** Automated Incentive Management System (AIMS); Automated Exploration Incentive System (AXIS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; annual expense limit control; technical services; interpretations on rulings for CEIP act and regulations; audits; training and development; policy; consultations and inquiries. ***Program Record Number:*** NRCan MMS 595

Canadian Ownership and Control Determination (Closed)
Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the Canadian Ownership and Control Determination (COCD) Act. Includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program. ***Topics:*** Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian ownership rate and control status programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures. ***Program Record Number:*** NRCan MMS 115

Canadian Ownership and Control Determination Policy (Closed)
Description: Information relating to the development and maintenance of policies, precedents, and special studies in administering the Canadian Ownership and Control Determination (COCD) Act and Regulations in order to encourage increased Canadianization of the petroleum industry. ***Topics:*** Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; COCD Act; COCD Act interpretation; COCD Act qualified applicants; Canadian ownership rate and control status determination; COCD Act applications, certificates and administration; COCD Act disclosure of information; COCD Act regulation-making authority; COCD Act enforcement; COCD Act judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust companies; COCD regulations schedules. ***Program Record Number:*** NRCan MSS 120

Economic and Financial Analysis
Description: Information relating to developing and recommending federal fiscal, financial and economic policies; providing detailed information and analysis to potential investors in Canada and abroad: and providing advice and support to Department of Finance, Revenue Canada and other federal departments in implementing policies affecting the minerals and metals sector. ***Topics:*** Mineral economic analysis; economic and financial analysis operations (EFAB), mining taxation – international comparisons; conferences; memoranda to Cabinet; economic and tax briefings/presentations; federal government policies; federal government house standing committees; environmental issues; mineral exploration and mine development studies; federal government committees, task forces and working groups; international investment climate for mining and mineral activities, international projects; associations and organizations; Mining Association of Canada (MAC); Prospectors and Developers Association of Canada (PDAC); Coal Association of Canada; corporation mergers acquisitions and strategic alliances; interdepartmental, provincial, and international relations; intergovernmental working group IGWG task force on mineral investment climate competitiveness – Mines Ministers Conference (MMC); foreign ownership/control; Economic Analysis Division (EAD), database renewals and negotiations; federal/provincial survey of mines and concentrators; concentrators and mines database management; EAD factor cost studies; EAD mining community issues; competitive cost studies by commodity, studies by stage; competitive position industry studies; non-ferrous smelter study; production capability assessment (perspective); reserves, productions, exploration assessments; mine investment, mineral economic forecast/commentaries; cost benefit analysis; unsolicited proposals; free trade studies; world trade mineral system (WTMS); financial corporate analysis; financial markets and investment community; flow-through shares, monitoring programs, limited partnerships; mineral exploration statistics; tax policy analysis; federal income tax rules and provisions; mineral industry federal income tax rules and provisions; federal, foreign, US , tax reform; federal budgets; provincial income and mining taxation; provincial tax reforms and budgets changes; US and Australia tax rules; commodity taxation; goods and services tax (GST);

mining industry acts and regulations; mineral trade taxation issues; special studies and projects on mining taxation issues; intergovernmental working group on the mineral industry (IGWG) tax sub-committee; mine reclamation expenditures – taxation and funding issues; Revenue Canada issues; tax models; tax policy analysis of federal mineral tax cases; EFAB informatics which include SoftAccess, Internet, On-Line databases; mineral and metal information services, statistics division (MMSD) operations, corporation information, information requests; mineral statistics (production, trade, consumption, exploration, prices), questionnaires; mineral statistics information exchange with associations, commodity profiles; Federal/Provincial committees on mineral and mining statistics, annual meetings, task forces and working groups; Federal/Provincial consultative council on statistical policy, Federal/Provincial collection and joint sharing of mineral statistics; mineral and metal surveys, publications; various databases; mineral exploration activity survey. ***Program Record Number:*** NRCan MMS 003

Mineral and Metal Policy Branch

Description: The Mineral and Metal Policy Branch (MMPB) promotes the sustainable development of Canada's minerals and metals industry in Canada and internationally. The Branch is the federal government's main source of indepth knowledge and expertise on mineral and metal commodities (including coa) and their global markets, and on international and Canadian policy issues related to minerals and metals. The Branch carries out these responsibilities by: developing and recommending federal policies for sustainable mineral development; developing and participating in international and domestic policy initiatives; coordinating policies and facilitating information exchange with the provinces and territories; administering federally owned mineral rights in the provinces and offshore; outlining strategic directions for the Minerals and Metals Sector and administering the federal mandate for the Cape Breton Development Corporation. ***Topics:*** Metal and mineral policy planning; Mining Association of Canada (MAC); committees, task forces and working groups; Whitehorse Mining Initiative (WMI); conferences, meetings and seminars; constitutional reform; center for resource studies (CRS) / Queen's university; Canadian Institute of Mining, Metallurgy and Petroleum (CIM); provincial mining associations; prosperity initiatives in mining; policy planning liaison; health and safety in metals and minerals; international mine accident databases; worker's compensation board; minerals and metals job creation programs, mining/human resource investment program; minerals and metals labour markets and issues; mining communities, task forces, remote area development, single industry towns, sustainable development; environment, strategy, global and ecological concerns; resource management; liaison with Environment Canada, Fisheries and Oceans; Canadian Environmental Protection Act (CEPA), toxicity assessment and management; national parks; Federal Environmental Assessment Review Office (FEARO); Canadian Environmental Assessment Act (CEAA); Integrated Resource Management Information System (IRMIS); land use and ecosystems projects and studies; public lands titles and descriptions by provinces; international mineral relations; international mineral policy; trade and environment; domestic mineral conference; world mineral notes; international mineral relations interdepartmental liaison; Canadian International Development Agency (CIDA); International Business Plan(ITBP); international organization; North Atlantic Treaty Organization (NATO); united nation; Organization for Economic Cooperation and Development (OECD); United Nations Conference on Environmental and Development (UNCED); mineral trade analysis; general agreement on tariffs and trade (GATT); mineral profiles by country; US Bureau of Mines; US/Canada free trade; European Union (EU); Mineral and metal commodities, press clippings; Energy, Industrial and Domestic Industrial commodities; uranium and nuclear energy; Baie Verte Mining corporation; Canadian Institute of Mining and Metallurgy; ferrous commodities; nonferrous commodities; regional mineral development; regional intergovernmental affairs division; federal regional program; Canada/Quebec subsidiary agreement on the economic development of the regions of Quebec; renewed financial assistance program for prospecting in the lower St. Lawrence and Gaspé regions (round 2); financial aid program for the mining region of Chapais- Chibougamau; NWT economic development framework agreement (round 2); Yukon economic planning agreement (round 2); Northern Development, native land claims; Northern land use planning; infrastructure; transportation infrastructure; land use infrastructure; regional mineral land use; regional mineral and provincial ecological issues; environmental acts and regulations; CANMET environmental technical research: regional analysis; Mineral Development Agreements (MDA) round 2; Environmental Assessment of MPS projects and proposals; Ocean Mining; regulatory regime for offshore non fuel minerals; mineral rights registry; foreign research in Canadian offshore; Canada/US boundaries and resources jurisdiction; national marine parks; law of the sea (LOS). ***Program Record Number:*** NRCan MMS 002

Mineral Resources and Supply Analysis (Closed)

Description: Information relating to the analysis of mineral resource supply to ensure adequate supplies of minerals and metals for Canada. ***Topics:*** Mineral resources and supply analysis; operations; Canadian resources and supply; Non- Renewable Resources Evaluation Program (NREP); Canadian mineral exploration; ocean mining – by province; federal ocean mining acts and regulations; regulatory regime for offshore non-fuel minerals; ocean mining – by province; Mineral Rights Registry – Hudson Bay, offshore NFLD, offshore PEI, offshore NS, offshore Que, offshore BC; Canadian services and technology relating to ocean mining; ocean mining corporation information cases; foreign research in Canadian offshore; international ocean mining; international ocean mining consortia information; US and USSR ocean mining; ocean

mining international science programs; ocean mining boundaries and resource jurisdiction; Canada / US boundaries and resource jurisdiction; National Marine Parks; ocean mining environmental and fisheries issues; ocean mining resource assessment; Law of the Sea (LOS); United Nations conference on Law of the Sea; United Nations convention on Law of the Sea. ***Program Record Number:*** NRCan MMS 590

Mineral Technology Branch (MTB)
Description: The MTB is comprised of three laboratories which focus on mining and mineral sciences, metals and materials technology, and explosives. The Explosives Regulatory Division adminsters the Explosives Act and Regulations and an engineering and technical services group rounds out the branch. The Mining and Mineral Sciences Laboratories (MMSL) provide quality research and development services, technology and sound scientific advice to Canada's mining and minerals industries, and to provincial and federal government departments involved in promoting or regulating these industries. MMSL conducts R&D on a wide range of processes and technologies involved in extracting ore from the ground and transforming it into a concentrate, mineral product or metal. MMSL focuses on advanced mining systems; mine-related health and safety; emissions and effluent management, including mine closures and reclamation; and metals in the environment. The Materials Technology Laboratory (MTL) focuses on developing and deploying technologies to improve all aspects of producing and using value-added products from metals and mettalic materials. Areas of expertise include advanced materials, casting, energy-efficient metal production, advanced concrete and infrastructure reliability. MTL has start-to-finish capability covering the complete materials cycle from materials selection, fabrication and characterization to prototype product fabrication. The Canadian Explosives Research Laboratory (CERL) is Canada's national centre for the advancement of technology related to the manufacture, storage and transport of explosives. It is the only facility of its type for testing of equipment for use in explosives atmospheres. CERL is accredited as a testing laboratory under ISO / TEC Guide 25. The Explosives Regulatory Division of Natural Resouces Canada is a major client because CERL is mandated to perform explosives testing under the Explosives Act. The Explosives Regulatory Division (ERD) is responsible for administering the Explosives Act and Regulations. This is done through a system of licenses and permits supported by a compliance inspection program. The importation, manufacture, storage, sale and some aspects of transportation by road of propellants, fireworks and other pyrotechnics in Canada is controlled under this program. The principal thrust is public and worker safety throughout Canada. ***Topics:*** MMSL – Mine and Mill Effluents; Mine Rehabilitation; Metals and the Environment; research in areas of acid mine drainage (AMD) prediction, prevention and control, treatment and monitoring; Aquatic Effects Technology Evaluation (AETE); Metallurgical Processing; certified and custom reference material for the mineral industry; uranium umpire analyses; Mine Mechanisation and Automation; Coal Mining Health and Safety; Ground Stability and Control; Underground Mine Environment. MTL – Materials selection; materials fabrication; in-service materials performance; materials characterization; materials prototype product production; experimental casting; pilot-scale rolling; formability testing; corrosion testing; mechanical testing; investigation of a wide variety of materials; simulated manufacturing processes; reduction of environmental impact of foundry operations; molten metal filtration; aluminum casting procedures; improved reheat furnace practices; elimination of quench and temper operations to reduce energy requirements; improved scrap analysis; high performance steels; computer modelling; characterization of metal-based powders for rechargeable batteries; forming techniques for aluminum; pipeline stress corrosion cracking; pipeline critical crack size prediction; pipeline corrosion inhibitors; non-destructive crack detection by electro-acoustic magnetic transducers; engineering critical assessment (ECA) and improved weld repair; new alloys for marine machinery; prediction of fracture resistance of steel and weldments for critical applications; development of codes and standards for reliable characterization and use of modern steels; materials selection for new and converted combustors; use of supplementary cementing materials; durability of concrete; concretes for extreme Canadian environments; high-performance concretes; non-destructive testing (NDT) certification. ***Program Record Number:*** NRCan MMS 004

Minerals, Metals and Explosives
Description: Information relating to the promotion of the sustainable development and use of Canada's mineral and metal resources, to the development of policies and technologies, and providing technical knowledge and advice to industry and government. Also includes information relating to the administration of the federal Explosive Act and Regulations which control the manufacture, importation, sale and storage of blasting explosives, propellants and pyrotechnics in Canada. ***Topics:*** Minerals and Metals; mining regulations and legislation; Explosives Regulations and legislation; Canada Centre for Mineral and Energy Technology (CANMET); Ministers National Advisory Council on CANMET (MNACC); federal research and development programs; evaluation of technology transfer and marketing; business development; Minerals and Metals; mining regulations and legislation; explosives regulations and legislation; Canada Centre for Mineral and Energy Technology (CANMET); Ministers National Advisory Council on CANMET (MNACC); federal research and development programs; evaluation of technology transfer and marketing; business development; metals and the environment; acidic drainage and effluents; mine environment neutral drainage (MEND); mine decommissioning and rehabilitation; metallurgical processing; canadian certified reference materials (CCRMP); proficiency testing program for

mineral analysis laboratories (PTP-MAL); ground control; underground mine environment; mine mechanization and automation; mine fill support systems; coal mining health and safety; diesel emissions evaluation program (DEEP); aquatic effects technology evaluation (AETE); sustainable casting; efficient metals production; advanced materials technologies; infrastructure reliability; advanced concrete; non-destructive testing certification. ***Note:*** Formerly Minerals and Metals, NRCan MMS 001 & Explosives Branch, NRCan MMS 005 ***Program Record Number:*** NRCan MMS 001

Petroleum Incentives Administration (Closed)
Description: Information relating to administering both the Canadian Ownership and Control Determination (COCD) Act and the Petroleum Incentives Program (PIP) Act in order to actively contribute to the federal government's energy policy by increasing Canadian ownership and control of the petroleum industry and energy security in Canada. ***Topics:*** Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; interdepartmental, international and provincial liaison. ***Program Record Number:*** NRCan MMS 110

Petroleum Incentives Program (Closed)
Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. Includes receiving, analyzing and processing company applications for incentive contribution and issuing payments. ***Topics:*** Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices. ***Program Record Number:*** NRCan MMS 125

Petroleum Incentives Program Policy (Closed)
Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase Canadianization in the petroleum industry and to increase exploration and development in Canada. Includes assessment of case precedents and the development of policy, consistency of application of the PIP Act and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry. ***Topics:*** Petroleum Incentives Program (PIP) Act; PIP Act interpretation; PIP administration; PIP disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations. ***Program Record Number:*** NRCan MMS 130

♦ Strategic Planning and Coordination Branch SPCB

Administration
Description: Information created or received at the Corporate Level on the provision of managerial direction, and on financial, administrative, electronic data processing and human resources support for the achievment of federal and departmental objectives in the fields of energy, forestry, minerals and earth sciences. ***Topics:*** Administration; campaigns and canvassing; ceremonies & celebrations; circulars and directives; administrative reports; NRCan program review; information management; Administration of Access to Information and Privacy (ATIP) Acts; information technology; library services; human resources management; official languages; employment equity; human resources planning and management; classification and organization; exchanges and loans; training and development; incentives awards program; delegation of authority for personnel actions; staffing; temporary help services; employment; student employment programs; workforce adjustment; staff relations; grievances; unions; hours of work and overtime; leave and holidays; retirements and separations; pay and benefits; pension plans; income tax; insurance; administrative services; facilities planning, accommodation, buildings and properties, parking administration; telecommunications; material management; mail and messenger services; photocopying and printing services; vehicles; departmental security; occupational health and safety; financial management; accounts and accounting; advances; claims; cost recovery; estimates and budgets; expenditures; financial authorities; hospitality expenses; public accounts; financial reporting and information systems; travel allowances and expenses; class grants and contributions; corporate policy; management accountability and control; program activity structure; program planning; activity approval documents and reviews. ***Program Record Number:*** NRCan SPCB 010

Administration of Frontier Oil and Gas Lands (Closed)
Description: Information created or received by departmental executives on the development of oil and gas resources on frontier lands. ***Topics:*** Administration of frontier oil and gas lands; frontier oil and gas policy development and implementation; coordination of resource management agreements; occupational and operational frontier oil and gas safety; environmental protection on frontier lands; environmental studies on frontier lands; resource development and conservation on frontier lands; rights and revenues administration on frontier lands; technological oil and gas research and development; international liaison on frontier land issues; project development funds; oil and gas management boards NOTE: The administration of Frontier Oil and Gas

Lands Activity was officially disbanded September 1st, 1991. The activities were transferred to either the NRCan Mineral Policy Sector, the Energy Sector or to other government institutions. ***Program Record Number:*** NRCan SPCB 005

Canadian Forest Service
Description: Information created or received at the Corporate level on the promotion and competitiveness of the Canadian Forestry Sector for the well-being of present and future generations of Canadians. ***Topics:*** Canadian Forestry Service (CFS); communications; committees; conferences; memoranda to cabinet; liaison; public enquiries; associations and organizations; industry, trade and technology; science and sustainable development; federal/provincial forestry development agreements; private forests; model forests; oboriginal forestry; forest environment; forest health; entomology; policy and economics; legislation and policy; state of Canada's forests annual report to parliament; national forestry database program; operations. ***Program Record Number:*** NRCan SPCB 011

Corporate Executive
Description: Information created or received by departmental executives on the activities of the Department's programs. ***Topics:*** Corporate executive; committees; Natural Resources Canada management committee; liaison; interdepartmental liaison; barriers to interprovincial trade; associations and organizations; Canada/USA free trade agreement (FTA); legal services – acts & legislation, litigations and legal actions, Canadian sovereignty; EMR mission – project office, council, action plan & task force, service to the public, management / leadership, communications, human resources practices, internal services, linking science and policy; action entre nous; environmental affairs – public enquiries, conferences, committees, international environmental issues, associations and organizations, memoranda to cabinet, acts and legislation, water issues, land issues; excellence; strategic planning and coordination; annual regulatory plan; memoranda to cabinet; aboriginal issues; executive correspondence procedures; orders-in-council; Treasury Board Submissions; Ministers briefing book; parliamentary affairs; parliamentary committees; parliamentary enquiries; science and technology activities; science and policy linkages colloquim (SPLINK); science and technology policy review; interdepartmental committee on global change (ICGC); Audit and Evaluation; Auditor General; internal audit; program evaluation; communications; public enquires; advertising campaigns; publishing; requests for publications; exhibitions and displays. ***Program Record Number:*** NRCan SPCB 001

Earth Sciences Sector
Description: Information created or recieved by corporate secretariat regarding the availability of comprehensive knowledge, technology and expertise and the establishment of policies, strategies and programs for mineral and energy resources, for national surveying mapping programs and for remote sensing. ***Topics:*** Earth Sciences; public enquiries; memoranda to cabinet; energy, mines and resources research agreement program; communications; associations and organizations; committees; conferences; liaison; environmental issues; geological surveys; cordilleran and pacific geoscience; Atlantic geoscience; sedimentary and petroleum geology; lithosphere and Canadian shield; mineral resources; geophysics; geodynamics; geomagnetism; gravity; seismology; terrain sciences; polar continental shelf; logistics; Geomatics Canada (GC); Canada centre for surveying (CCS); Canada Centre for mapping (CCM); Geological survey program coordination and planning; Canada Centre for Remote Sensing (CCRS); Geographical Information Systems (GIS); Canadian Space Agency (CSA); European Space Agency; satellite data; airborne program; radarsat. ***Program Record Number:*** NRCan SPCB 008

Energy
Description: Information created or received by departmental executives on the planning and implementation of energy programs and services in support of the Minister's parliamentary functions, including the development and execution of program planning, evaluation and information functions directed towards national energy policy objectives. ***Topics:*** Energy; native rights and land claims; policy; associations and organizations; conferences; liaison; USA energy issues; canadianization; Investment Canada; crown corporations; frontier and western accords; energy and the environment; public enquiries; voluntary challenge and registry program (VCR); economic and financial analysis; public utilities income tax transfer act (PUITTA); offshore frontier project analysis: Sable island project analysis; upgrader project analysis; income energy project analysis; Hibernia project analysis; Petroleum Monitoring Agency; oil gas, public enquiries; oil & gas industry liaison; natural gas; natural gas public enquiries; oil pricing, taxes & charges, transportation, pipelines; crude oil and petroleum products; international oil markets; provincial natural gas activities; natural gas exports, pricing, pipelines; natural gas market development incentives payment; international natural gas; energy emergency planning; Energy Supplies Allocation Board; energy demand restraint measures; electricity; public enquiries; Canadian Electrical Association; international electrical energy; USA electrical energy; electrical technology; regional and interprovincial electrical energy; electrical energy – provinces; uranium and nuclear energy; Canadian Nuclear Association; Canadian nuclear society; international uranium and nuclear activities; International Atomic Energy Agency; nuclear power; heavy water; uranium, exploration, production, enrichment and processing; radioactive waste management; high level irradiated fuel waste management; low level radioactive waste management; efficiency and alternative energy; Initiatives; federal building initiatives (FBI); industrial / commercial energy efficiency; energy innovators venture;

residential sector energy conservation; R-2000; alternative energy; transportation energy; alternative transportation fuels; driver outreach programs; vehicles. ***Program Record Number:*** NRCan SPCB 004

Strategic Planning and Coordination Branch SPCB
Description: Information relating to the Strategic Planning and Coordination Branch which provides executive services in the areas of Cabinet. and Parliamentary relations and managing executive correspondence; provides secretariat services to the Departmental Management Committee; manages the OIC and Ministerial appointments process; assists in determining the Department's corporate policy agenda and strategic direction; coordinates ad hoc departmental responses; manages special departmental projects; monitors emerging provincial, national and international issues and assesses for impact on the Department; monitors cross-sectoral issues to ensure departmental consistency; develops and monitors the implementation of department's business plan; develops and monitors implementation of S&T policy frameworks, strategies, approaches and initiatives for the cost effective management of the Department's scientific activities with regard to the government's framework on S&T; provides advice to the Deputy Minister and the Departmental Management Committee on a variety of multi-faceted issues related to the Department's scientific activities; provides leadership and coordinates departmental quality initiatives; advises and briefs senior management on enhancing quality through client satisfaction; provides a forum for inter-sectoral exchange of results/strategies by organizing the Departmental Excellence Coordinating Committee; sustainable development; environmental assessment policy; environmental policy and regulations; international environmental issues. ***Topics:*** Strategic planning and coordination; circulars and directives; native rights and land claims; associations and organizations; committees; computer user group; special projects; liaison; CPCS mission; PS2000 public service; training and development; total quality management; Excellence – Upward Feedback, sectorial liaison, committees, conferences, consultants, presentations and administration; policy development and planning; annual management report (AMR); annual regulatory plan; EMR regulatory review; main estimates part III, increased ministerial accountability and authority (IMAA); EMR's managers conference; EMR's managers dialogue; minister's briefing book; planning process; management review (closed); policy issues; science and technology policy; executive documents; orders-in-council; treasury board submissions; cabinet affairs; cabinet documents; cabinet committees; background material for briefings; memoranda to cabinet; non-departmental memoranda to cabinet; parliamentary affairs – cases, committees, enquiries, sessions; sustainable development and environment. ***Program Record Number:*** NRCan SPCB 001

Personal Information Banks

♦ Canadian Forest Service (CFS) Sector

Forestry Canada Consultation List and Related Profiles
Description: This bank contains the names, addresses, make-up objectives, activities and concerns of persons and firms who have agreed to be on the Forest Sector consultation list. ***Class of Individuals:*** Forestry sector stakeholders. ***Purpose:*** To provide a list of persons, companies and agencies willing to be consulted by the Minister of Natural Resources or one of his representatives when critical forest sector issues come under review. ***Consistent Uses:*** The information other than names, addresses and telephone numbers is to be used to determine who should be contacted for specific consultations. ***Retention and Disposal Standards:*** Information is retained for two years. ***Contact:*** Director General, Policy, Planning and International Affairs Branch, CFS ***Related to PR#:*** NRCan CFS CPA 135 ***TBS Registration:*** 002775 ***Bank Number:*** NRCan PPU 036

Public Awareness of Forest Sector
Description: This bank contains information on the general public's knowledge and awareness of economic, social and cultural aspects of the forest sector. ***Class of Individuals:*** General public. ***Purpose:*** To verify effectiveness of the National Forest Awareness Campaign by determining the increase in awareness. ***Consistent Uses:*** To establish increased awareness during the campaign and to improve the message if needed. In addition, the bank is also used to establish the base of the tracking survey, and to see the final results of the campaign. ***Retention and Disposal Standards:*** Five years after the entire collection is completed. ***Contact:*** Director General, Science Branch, CFS ***Related to PR#:*** NRCan CFS CPA 135 ***TBS Registration:*** 002774 ***Bank Number:*** NRCan PPU 040

♦ Corporate Services Sector

Access Requests Data Bank
Description: Information relating to formal access requests such as notices and copies of documents pertaining to the processing of requests for access made pursuant to the Access to Information Act and the Privacy Act, including complaints and investigations involving individuals, third parties, Access to Information and Privacy Commissioners, and the Federal Court. ***Class of Individuals:*** Individuals present in Canada during the processing of the request. ***Purpose:*** Information is used for processing access requests and to report on the number of access requests received annually. ***Consistent Uses:*** Transmittal of information to investigative bodies when required under the Access to Information Act and the Privacy Act. ***Retention and Disposal Standards:*** Access requests retained for two years after case is resolved. ***Contact:*** Chief, Access to Information and Privacy Secretariat, CSS ***PAC Number:*** 86-001 ***Related***

to PR#: NRCan CSS 710 ***TBS Registration:*** 000403 ***Bank Number:*** NRCan PPU 030

Discrimination
Description: This bank contains information on complaints filed with the Canadian Human Rights Commission; includes nature of complaint, testimony of witnesses, legal opinions, investigation reports and correspondence. ***Class of Individuals:*** The information relates to current and former departmental employees and members of the general public who have submitted discrimination complaints against the Department. ***Purpose:*** The purpose of this bank is to collect and maintain records on complaints, filed with the Canadian Human Rights Commission, to alleged discrimination against an employee on any of the grounds set out in the Canadian Human Rights Act. ***Consistent Uses:*** The records are used to assist in the investigation of whether or not discrimination has occurred and to recommend and support management decisions in resolution of complaints. ***Retention and Disposal Standards:*** Records are retained for a period of two years after the last administrative use. ***Contact:*** Director, Employer / Employee Relations Division, CSS-HRSB ***Related to PR#:*** NRCan CSS 765 ***TBS Registration:*** 003307 ***Bank Number:*** NRCan PPU 075

Information Disclosed to Investigative Bodies
Description: In accordance with subsection 8(4) of the Privacy Act, this bank, located at National Headquarters, has been established to retain copies of requests from, and replies to such requests with related details, to authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out lawful investigations. ***Class of Individuals:*** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal Investigative bodies. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures, and the number thereof, that are made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. ***Consistent Uses:*** This bank will be used to compile statistics relating to requests from federal investigative bodies. This bank will also be used for auditing the procedures concerning the exchange of personal information with investigative bodies as defined in paragraph 8(2)(e) of the Privacy Act. ***Retention and Disposal Standards:*** Information held in this bank is retained for two years after the last administrative use and then destroyed. ***Contact:*** Coordinator, Access to Information and Privacy Secretariat ***PAC Number:*** 86-001 ***Related to PR#:*** NRCan CSS 002 ***TBS Registration:*** 004062 ***Bank Number:*** NRCan PPU 85

Security Investigations Records
Description: This bank contains reports of complaints and irregularities in relation to criminal or security matters. This bank may also contain personal information obtained on individuals during the course of an investigation conducted by the Departmental Security Office. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Information in this bank may be maintained on paper documents and automated / electronic / magnetic form. ***Class of Individuals:*** Employees of the Department, contractors dealing with the Department and the general public. ***Purpose:*** The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Department or by an employee. The purpose of this bank is also to records information on security violations and infractions. It may also be used as evidence in court, to monitor trends, to determine corrective measures, to evaluate effectiveness of safeguards and to share information with human resources and/or other government departments. ***Consistent Uses:*** The information is used by departmental authorities to support decisions regarding disciplinary measures. In the case of a criminal investigation, records are made available to the RCMP or other recognized police force or investigative body. This information is also used for planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** These records are retained for five years after the last administrative action. National Archives is consulted for selective retention. ***Contact:*** Director, Security, CSS ***PAC Number:*** 86-001 ***Related to PR#:*** NRCan CSS 003 ***TBS Registration:*** 004135 ***Bank Number:*** NRCan PPU 87

Service Contracts
Description: Information relating to the provision of services by individuals and firms in the private sector to assist in departmental activities and programs. ***Class of Individuals:*** Contractors. ***Purpose:*** To provide information relative to contracts awarded by the Department. Contracts awarded by the Department of Public Works and Government Services Canada on behalf of NRCan are not included. ***Consistent Uses:*** To compile statistical information with respect to numbers of contracts awarded by the Department. ***Retention and Disposal Standards:*** Files are destroyed six years after completion and non-renewal of contract. ***Contact:*** Assistant Director, Quality Control and Training, CSS-FMB ***PAC Number:*** 86-001 ***Related to PR#:*** NRCan CSS 790 ***TBS Registration:*** 000404 ***Bank Number:*** NRCan PPU 035

Telecommunications
Description: This bank contains information on all telecommunications services and equipment installed or available for use in departmental and/or telework offices including details of long distance calls placed from a departmental telephone, lists of employees assigned government authorization codes allowing access to the

Government Intercity Network and the cost associated with the equipment and use of these services. It may include call detail recording information for all long distance calls placed from departmental telephones and for all local and/or long distance calls from departmental cellular telephones. The information could consist of the originating number or extension, the number dialed, the located dialed, the date and time the call started and ended, the duration of the call, and the cost. ***Class of Individuals:*** All Corporate Services Sector (CSS) employees and contractors working on behalf of CSS and using departmental facilities. ***Purpose:*** To facilitate the management of telecommunications ***Consistent Uses:*** The information is used by the telecommunications Unit to manage, control, forecast, plan, and analyze the performance of telecom services. Usage information is provided to CSS Responsibility Centre Managers or Authorized Customer Representatives to enable them to manage and control usage including ensuring that telecommunications services and equipment are used appropriately. ***Retention and Disposal Standards:*** The telecom information is retained for a period of two years. Financial transaction information is retained for six years. ***Contact:*** Coordinator, Access to Information and Privacy Secretariat ***PAC Number:*** 86-001 ***Related to PR#:*** NRCan CSS 003 ***TBS Registration:*** 004063 ***Bank Number:*** NRCan PPU 90

Vendor Payments.
Description: This bank contains information relating to all payments issued through the departmental financial system. The information for both Public and Federal Public Service employees will be gathered under a unique Vendor Number. In the case of departmental employees, the vendor number will be the Personal Records Identifier Number (PRI). The bank contains names, addresses, invoice number, date entered and the financial coding block which determines the type of expenditures such as hospitality, travel, Grants and contributions, etc. ***Class of Individuals:*** Any recipient receiving payments through the departmental financial system. ***Purpose:*** The information is used to control and process payments. ***Consistent Uses:*** The information is used to respond to internal inquiries and access to information, prepare the Public Accounts of Canada, report on expenditures by Federal Electoral district, audit payments using statistical sampling and to ensure no duplicate payments have been made. Payment information is also downloaded to other internal departmental financial systems for similar use. Data is disclosed to outside sources only through the Access to Information Act. ***Retention and Disposal Standards:*** Records are retained for a period of 6 years. ***Contact:*** Assistant Director, Financial Systems and Training, CSS-FMB. ***Related to PR#:*** NRCan CSS 720 ***TBS Registration:*** 003340 ***Bank Number:*** NRCan PPU 080

♦ Earth Sciences Sector

Board of Examiners for Canada Lands Surveyors
Description: Information relating to formal applications to write Canada Lands Surveyor exams including applicants' names, addresses, date of birth, country of birth, academic qualifications and work experience, copies of diplomas and certificates, statements of marks. ***Class of Individuals:*** Individuals applying to qualify as Canada Lands Surveyors. ***Purpose:*** Information is used by the Board of Examiners for Canada Lands Surveyors in the examination process to qualify candidates as Canada Lands Surveyors. ***Consistent Uses:*** Marks forwarded to provincial land surveyor associations and academic institutions at request of candidates. ***Retention and Disposal Standards:*** Examination papers retained for 30 days after the appeal period ends. Files retained two years after individual reaches age eighty. ***Contact:*** Director, Legal Surveys Division, ESS ***PAC Number:*** 85-010 ***Related to PR#:*** NRCan GC 405 ***TBS Registration:*** 000399 ***Bank Number:*** NRCan PPU 010

Earth Sciences Sector (ESS) Volunteers Program
Description: This bank contains information and applications from Canadian and foreign individuals, public or private groups, high school, college and university students school teachers, scientists, senior citizens and retirees and part-time workers with time to spare. Applicants provide their name, address, telephone number, person to contact in case of emergency, work location preference, language, skills, abilities, educational background, experience desired, availability and objectives for working as a volunteer. ESS provides the date of commencement and termination of assignment. ***Class of Individuals:*** Individuals 18 years of age or older who wish to volunteer their time and services to ESS. ***Purpose:*** As of April 1, 1993, the Volunteers Program will enable the sector to formally accept and utilize voluntary help and services. Through many challenging opportunities, volunteers can gain new experiences in earth sciences while volunteering at headquarters located in Ottawa or at the regional offices located in Dartmouth, Nova Scotia; Sainte-Foy and Sherbrooke, Québec; Calgary and Edmonton, Alberta; Vancouver and Sidney, British Columbia; and Yellowknife, NWT. ***Consistent Uses:*** A Volunteers Program Database has been developed to record information on potential volunteers and will be provided to division representatives and project managers to identify applicants suitable for particular projects. ***Retention and Disposal Standards:*** Records of assignments are retained for two years after the termination of the agreement. ***Contact:*** ESS Volunteers Program Coordinator ***Related to PR#:*** NRCan GSC 350 ***TBS Registration:*** 002879 ***Bank Number:*** NRCan PPU 070

♦ Energy Sector

Canadian Home Insulation Program (CHIP) Grants
Description: Cases relating to individual applications, invoices, inspection reports and pertinent correspondence

pertaining to grants provided to householders for insulation materials and labour costs. ***Class of Individuals:*** Grant applicants. ***Purpose:*** This bank was intended to document the administration of the taxable CHIP grants provided to homeowners for the insulation of their homes, and to issue T-4 slips. The bank is now maintained so that home owners may obtain information on whether a particular house was insulated under the CHIP program. This information is used for real estate transactions, so that a home vendor or buyer can determine if a house was insulated with the now-banned Urea Formaldehyde Foam Insulation (UFFI). In some provinces a vendor must certify that the house does not contain UFFI. This information is not shared at present with any other department, and is accessible only through the ATIP. ***Consistent Uses:*** Information is shared with Canada Mortgage and Housing Corporation, which answers specific enquiries regarding program applications through regional offices located across Canada. ***Retention and Disposal Standards:*** After program termination in March 1986, individual grant information existing in all media will be copied onto approximately 70-100 tapes which will then be retained another six years in a federal records centre. In March 1994, the retention of CHIP was extended for an additional five years. ***Contact:*** Director General, Energy Efficiency Branch, ES ***PAC Number:*** 85-015 ***Related to PR#:*** NRCan ES 245 ***TBS Registration:*** 000401 ***Bank Number:*** NRCan PPU 020

Natural Gas Vehicle Program

Description: Contains information and applications from individual private use vehicle owners and fleet operators for a contribution of up to $1000 for each vehicle converted to a natural gas fuel system or for a new factory-equipped vehicle purchased by the applicant, including copies of vehicle ownerships, invoices, purchase orders and work orders substantiating the application for each vehicle. ***Class of Individuals:*** Private use vehicle owners and corporations and businesses operating vehicles eligible under the program. ***Purpose:*** The information is used to substantiate applications, the cost of conversions, to determine the amount to be paid to applicants and for statistical and audit purposes relative to the program. ***Consistent Uses:*** Natural gas utilities in the provinces, accept and process applications on behalf of the Department under a Memorandum of Agreement. ***Retention and Disposal Standards:*** The natural gas utilities maintain one copy of each application and any supporting documentation submitted by the applicant during the term of the program and for a period of up to two years following termination of the program. All such records are subject to review or audit by representatives of Canada. ***Contact:*** Director General, Energy Efficiency Branch, ES ***Related to PR#:*** NRCan ES 245 ***TBS Registration:*** 002776 ***Bank Number:*** NRCan PPU 060

Offshore Operations – Divers

Description: Cases relating to an individual diver's diving history. The information consists of the names, addresses, birthdates, birthplaces, physical condition and training of divers. ***Class of Individuals:*** Individuals – divers. ***Purpose:*** Main use is to provide rapid access to a diver's history to expedite certification and provide data required for annual certification. Diving program approval is contingent upon knowledge of an individual diver's qualifications and work history in order to prevent accidents caused by lack of experience in unusual circumstances. ***Consistent Uses:*** Information is also used to develop statistical profiles of the diving population, and to otherwise identify areas of diving regulations requiring updating and improvement for increased diver safety. ***Retention and Disposal Standards:*** Information is retained until the diver reaches 65 years of age, and for two years thereafter, after which the data will be transferred to the National Archives of Canada for archival purposes. ***Contact:*** Director General, Energy Resources Branch, ES ***PAC Number:*** 85-010 ***Related to PR#:*** NRCan ES 230 ***TBS Registration:*** 000406 ***Bank Number:*** NRCan PPU 045

♦ Minerals and Metals Sector (MMS)

Canadian Exploration Incentive Program (CEIP)

Description: This bank contains information relating to the Canadian Exploration Incentive Program (CEIP) and the Canadian Exploration and Development Incentive Program (CEDIP). The CEIP incentive was available to any corporation that incured eligible exploration expenses for mineral or oil and gas exploration in Canada using funds raised through the issue of flow-through shares. The CEDIP incentive was available to any individual, corporation or trust that incured eligible expenses for oil and gas exploration in Canada. Applicants were required to complete forms on which they provided their identification, the amount of incentive claimed and the eligible expenses of each well, program, or project claimed. Applicants also provided a certification confirming the completeness and accuracy of the information submitted. Applicants were required to submit technical data and detailed expense summaries for each well, program or project claimed when this information was not submitted previously. If an applicant shared the $10 million annual expense limit with another person or persons, a form specifying the amount allocated to each person had to be completed. ***Class of Individuals:*** Under CEIP, individuals who were partners in a partnership that had acquired flow-through shares and individuals who were associated with applicant corporations. Under CEDIP, individuals who apply for incentives for oil and gas exploration and development in Canada. ***Purpose:*** The objective of collecting this information was to determine the eligibility of claimants and expenses for the purpose of making incentive payments. ***Consistent Uses:*** This information will also be used to determine cost norms for expenses; to track and control outstanding and completed applications; to facilitate recovery of incentives paid in error; to audit claimants' expenses and eligibility; and to establish internal effectiveness of the incentive payment process. ***Retention and Disposal Standards:***

Information is retained for 10 years after program termination. Information is then transferred to Federal Archives Division, National Archives of Canada, for archival purposes. The CEIP Program was terminated on February 20, 1990. ***Contact:*** Director General, Mineral and Metal Policy Branch, MMS ***Related to PR#:*** NRCan MPS 596 ***TBS Registration:*** 001868 ***Bank Number:*** NRCan PPU 055

Certification in Non-Destructive Testing
Description: Information relating to the certification, on a national and international basis, of non- destructive testing personnel in accordance with the CAN / CGSB-48-9712. This standard fully complies with the ISO standard 9712 on certification of NDT personnel. Aspects include examination and re-certification in industrial radiography, ultrasonics, magnetic particle, liquid penetrant, and eddy current methods. Includes names, addresses, medical certification on eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on three-year term certification renewal of individuals who undergo examination. ***Class of Individuals:*** Individuals desiring certification in non-destructive testing. ***Purpose:*** Information is used to certify individuals in non-destructive testing and answer queries from outside organizations on an individual's certification status. The information is also used to prepare a list of certified personnel in good standing which is published annually and made available to the public. ***Retention and Disposal Standards:*** Files are retained ten years after expiry of certification. ***Contact:*** Director General, Mineral Technology Branch, MMS ***PAC Number:*** 85-010 ***Related to PR#:*** NRCan METS 465 ***TBS Registration:*** 000400 ***Bank Number:*** NRCan PPU 015

Emergency Fuel Rationing Program
Description: This bank contains information relating to the implementation of an emergency fuel rationing program in Canada required in the event of a severe oil shortage and pursuant to the Energy Supplies Emergency Act (1979). Ration coupons would be issued to eligible applicants who would be required to provide various discrete personal data elements such as name, address, vehicle plate number and driver's license number. Business applicants would be required to provide information on the nature of their business and fuel consumption over specific periods in order to enable calculation of their ration share. Individuals would be hired under contract to collect this information and issue the ration coupons. ***Class of Individuals:*** Individuals who purchase gasoline and diesel fuel at retail outlets during rationing and individuals hired under contract to issue coupons. ***Purpose:*** The data would be collected in order to administer the various aspects of the fuel rationing program and only in the event that such rationing is necessary. ***Consistent Uses:*** Information would be used to substantiate applicants' eligiblity to obtain fuel coupons. Selected samples of vehicle registration data will be checked for accuracy with the Motor Vehicle Registrars in each province. Information relating to individuals hired under contract will be used for processing payments. ***Retention and Disposal Standards:*** The Emergency Fuel Rationing personal information bank will be retained for two years after the discontinuance of the rationing program, then transferred to the federal Archives Division, National Archives of Canada, for archival purposes. ***Contact:*** DIrector General – Energy Resources Branch, ES ***Related to PR#:*** NRCan ES 195 ***TBS Registration:*** 002833 ***Bank Number:*** NRCan PPU 050

Explosives Licenses and Permits
Description: Information relating to the issue and control of licenses and permits granted for storage, transportation by road, importation, manufacture and sale of explosives. ***Class of Individuals:*** All individuals with a need to manufacture, store, transport, or handle explosives. ***Purpose:*** To fulfil the responsibility of the Explosives Regulatory Division as the federal licensing and inspection agency for explosives in Canada. ***Consistent Uses:*** Transmittal of information to investigative bodies when an infraction or incident concerning explosives occurs. ***Retention and Disposal Standards:*** Licenses and permits are retained for seven years after expiry date. ***Contact:*** Chief Inspector of Explosives, Explosives Branch, MMS ***PAC Number:*** 85-010 ***Related to PR#:*** NRCan METS 530 and 540 ***TBS Registration:*** 000398 ***Bank Number:*** NRCan PPU 005

Classes of Personal Information

Explosives Safety and Accident Statistics – Explosives Regulatory Division
The purpose of this class is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's name, age and address, if applicable. Records are retained for 25 years after the date of the incident and are then transferred to the National Archives of Canada for selective retention.

Human Resources Planning and Management
Personal information about employees is also maintained in other departmental files and data bases held by various organizations involved in the human resource planning and management functions. Such systems are used to provide aggregated reports for the purpose of human resource planning and management and to assist in analysis of trends or developments. Although some of the information may be retrieved by a personal identifier, the data bases are not used to provide information about individual employees nor to make ańy administrative decisions affecting individual employees.

Mailing Lists
This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications. The information is used for amending

addresses and to add or delete individual names on mailing lists which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Ministerial Correspondence
This class of information contains correspondence addressed to the Minister and/or Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Natural Resources Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Public Opinion Research
This is a class of records generated by departmental officials who conducted public opinion research on a vast spectrum of topics related to the mandate and mission of the Department of Natural Resources Canada. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires which may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Research Agreements Program
This class contains applications for grant submitted to the Department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering which can contribute to the Department's purpose. The information is also used to compile general statistics of interest to the Department with respect to the program as a whole, and not in relation to individual applicants. The program was terminated in April 1994. Accepted applications are destroyed after a period of six fiscal years (until April 2000) and those not accepted are destroyed after two fiscal years (until April 1996.)

Security Video Surveillance
This class includes video surveillance tapes for close circuit television (CCTV) cameras located on the perimeters of or within departmental facilities. The cameras record the image of employees and visitors entering and exiting some of the department's facilities or movements within certain restricted areas of the department. Access to the videotapes is strictly controlled by the Departmental Security Officer. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. The tapes are normally kept for a thirty day period and are then reused. In the case of video information used in the conduct of an investigation, the video evidence is kept indefinately.

Technical Enquiries – Canada Centre for Mineral and Energy Technology (CANMET)
This class includes technical enquiries, comments and opinions of individuals corresponding with the Department regarding issues related to energy, mining and mineral technology. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Manuals

- CFS Acid Rain National Early Warning System: Manual on Plot Establishment and Monitoring
- CFS Aerial Application of Pesticides Manual
- CFS Basics of Plant Genetic Engineering and its Potential Application to Tree Species
- CFS Constructing Conifer Genomic Libraries: A Basic Guide
- CFS Detailed Methods for Conducting a Forest Inventory
- CFS Environmental Screening Procedures Manual – 1991.
- CFS Field Guide to the Common Forest Plants in Northwestern Ontario
- CFS Field Guide to the Forest Ecosystem Classification for Northwestern Ontario
- CFS Field Guide to the Forest Ecosystems of West-Central Alberta
- CFS Field Manual of Tree Diseases in the Maritimes Region
- CFS Forest Insect and Disease Survey Work Program and Procedures Manual – Annual.
- CFS Forest Resource Development Agreement Procedures Manuals
- CFS Forest Site Classification Manual – A Field Guide to the Damman Forest Types of Newfoundland – FRDA Report 003
- CFS Forest Tree Seed Inspector's Manual: OECD Scheme for Certification of Forest Reproduction Material Moving in International Trade
- CFS Forestry Canada – Visual Identity Program
- CFS Forestry Canada Technology Management Manual.

- CFS Forestry Canada's Style Guidelines for Scientific and Technical Publications
- CFS Forestry Canada-Ontario Region/Forest Pest Management Institute Fleet Management Manual
- CFS Forestry Field and Laboratory Manual for Herbicide Residue Sampling, Sample Processing and Reporting
- CFS Green Side Up-A Guide to Tree Planting
- CFS Guide to Cone Collecting of British Columbia Conifers
- CFS Guidelines for Editors of Symposium Proceedings
- CFS Guidelines for Rearing Containerized Conifer Seedling in the Prairie Provinces
- CFS Illustrated Guide to Stages of Jack Pine Cone Development
- CFS LOGPLAN II: A Model for Planning Logging and Regeneration Activities
- CFS Managing Your Woodland: A Non-Forester's Guide to Small Scale Forestry in British Columbia
- CFS Manual For Forest Tree Seed Orchard Management in the Maritimes
- CFS Manual for Greenhouse Grafting of Conifers in the Maritimes 1981
- CFS Manual for Operational Seed Processing with IDS (Incubating, Drying and Sorting)
- CFS Manual of Data Collection and Processing for the Development of Forest Biomass Relationships
- CFS Manual of Forest Inventory Guidelines for Federal and Indian Lands
- CFS Manual of Forest Management Plan Guidelines for Federal and Indian Lands
- CFS Mapping How we use our Land-using Participatory Action Research
- CFS Methods and Procedures for Testing Tree Seeds in Canada
- CFS Methods Manual – Chemical and Physical Analysis Laboratory
- CFS Methods Manual for Forest Soil and Plant Analysis (Forestry Canada-Northwest Region)
- CFS Methods of Soil and Tissue Analysis Used in the Analytical Laboratory
- CFS National Forestry Strategy – Sustainable Forest: A Canadian commitment.
- CFS Northern Forestry Centre: 1994 Student Employee Handbook
- CFS Northwest Region DEVMIS User's Manual
- CFS Northwest Region Safety Manual
- CFS Pest Detection Manual for Pest Detection Officers – 1992
- CFS Policy and Procedures for the publications of the Forestry Sector
- CFS Pollination Techniques 1: No. I – Pollen Collection; No. II – Pollen Extraction and Storage; No. III – Flower Development Rating and Pollen Application
- CFS Practical Guide to Private Forest Management: Hand Planting of Base-root Seedlings
- CFS Practical Guide to Private Forest Management: Plantation Maintenance
- CFS Practical Guide to Private Forest Management: Planting Containerized Seedlings
- CFS Procedures for Estimation of Newfoundland's Biomass Reserves
- CFS Quantifying Pest-Caused Forest Depletion Using Geographic Information Systems and Database Technologies
- CFS Safe Tree Climbing in Forest Management
- CFS See "SCF Aménagement de l'érablière: guide de protection de la santé des arbres"
- CFS See "SCF Cahier de procédures pour confectionner le plan de gestion et compléter les demandes de participation et de paiement (Programme de développement forestier de l'Est du Québec)"
- CFS See "SCF Conseils pour la culture en récipient des semis de conifer dans les provinces des prairies"
- CFS See "SCF Guide d'utilisation – Système du programme d'aménagement forestier des terres indiennes"
- CFS See "SCF Guide des opérations du Plan de développement de l'Est du Québec (Programme forestier)"
- CFS See "SCF Guide du système d'information de l'Entente auxiliaire Canada-Québec sur le développement forestier 1985-1990"
- CFS See "SCF Lignes guides applicables aux travaux admissibles (Programme de développement forestier de l'Est du Québec")
- CFS Seedling Production for Crown Lands in British Columbia: Guidelines for Commercial Container Nurseries
- CFS Silvicultural Treatment Eligibility and Assessment Guide (Forest Management Program of Indian Lands)
- CFS Some Protocols for CDNA Library Construction with Conifer Tissues
- CFS Specifications for Developing a Forest Management Plan
- CFS Specifications for Forest Inventory and Management Plan, Forestry Canada – Northwest Region
- CFS Successful Forestry – A Guide to Private Forest Management
- CFS Successful Forestry – A Private Woodlot Accounting Guide

- CFS Techniques for Starch Gel Electrophoresis of Enzymes from Forest Tree Species
- CFS The HSG (Harvest Supply Generated) Wood Supply Model: Description and User's Manual
- CSS Departmental Records Management Index
- CSS Departmental Security Manual
- CSS Departmental/Regional Health and Safety Manuals
- CSS Departmental/Regional Policies and Procedures Manuals
- CSS Employee's Manual
- CSS Financial Management Manuals
- CSS FINCON User's Manual
- CSS Forest Pest Management Institute Staff Handbook
- CSS Forestry Canada Personnel Management Manual
- CSS Forestry Canada-Ontario Region Staff Guide to Policies and Procedures
- CSS Human Resources Information System – User's Guide
- CSS Petawawa National Forestry Institute – Orientation Manual
- CSS Planning and Integrated Management System: Administrator's Guide
- CSS Planning and Integrated Management System: User's Guide
- CSS Treasury Board Submission Procedure Manual
- ECB Guidelines for Executive Correspondence
- ECB Handbook on Planning Ministerial Events
- ES Crude Oil Allocation Manual
- ES Gasoline Rationing Manual
- ES Petroleum Emergency Allocation System Manual
- ES Petroleum Products Allocation Manual
- GC 15-Year Long-Range Plan – International Boundary Commission
- GC Digital Mapping Standards
- GC ER 18 Inertial and Gyro Systems
- GC ER 19 Field Reports
- GC Manual for Operation of Photographic Analysis System
- GSC Regional Modular Seismograph Station – Operator's Manual
- GSC Standard Station Operator's Manual
- MS Agreement "Cooperation Agreement on Mineral Development"
- MS Canadian Exploration Incentives Program (CEIP) Manuals Procedures
- MS Catalogue of Mineral Statistics, Federal and Provincial Publications and Surveys in Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information about the Department's programs, activities and various publications may be obtained at the addresses listed below:

Alberta

Explosives Branch
Inspector of Explosives
Unit 244,
755 Lake Bonavista Drive, S.E.
Calgary, Alberta
T2J 0N3

403-650-5679

Deputy Surveyor General, West
Legal Surveys Division
Canada Place
9700 Jasper Avenue
Suite 930
Edmonton, Alberta
T5J 4C3

403-495-2138

Earth Sciences Sector
GSC – Calgary
3303-33rd Street Northwest
Calgary, Alberta
T2L 2A7

403-292-7049

Northern Forestry Centre
Canadian Forest Service
5320, 122 Street
Edmonton, Alberta
T6H 3S5

403-435-7202

CANMET Western Research Centre (Coal)
1 Oil Patch Drive
Devon, Alberta
T9G 1A8

403-987-8214

British Columbia

Explosives Branch
Inspector of Explosives
900 West, Hastings St. 4th Floor
Suite 400
Vancouver, British Columbia
V6C 1E6

604-880-8578

Regional Surveyor
Legal Surveys Division
800-1550 Alberni Street
Vancouver, British Columbia
V6G 3C6

604-666-5320

Earth Sciences Sector
GSC – Pacific
9860 West Saanich Road
P.O. Box 6000
Sydney, British Columbia
V8L 4B2

604-363-6438

Pacific Forestry Centre
Canadian Forest Service
506 West Burnside Road
Victoria, British Columbia
V8Z 1M5

604-363-0600

Geological Survey of Canada
Cordilleran Division
605 Robson Street, 101
Vancouver, British Columbia
V6B 5J3

604-666-0529

Manitoba

Clients Liaison Unit
Legal Surveys Division
501-275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3

204-983-3777

New Brunswick

Atlantic Forestry Centre
P.O. Box 4000
Fredericton, New Brunswick
E3B 5P7

506-452-3508

Newfoundland

Atlantic Forestry Centre – Research Facility
Building 304, Pleasantville
St. John's, Newfoundland
A1C 5X8

709-772-4683

Industrial Benefits and Environmental Monitoring
P.O. Box 8950
St. John's,Newfoundland
A1C 6C9

709-772-2607

Northwest Territories

Deputy Surveyor General, North
Legal Surveys Division
4920 52nd Street
Yellowknife, Northwest Territories
X1A 2N5

Nova Scotia

Applications Division
ACRSO
Halifax, Nova Scotia
B3K 5R3

902-426-4892

Earth Sciences Sector
GSC – Atlantic
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

902- 426-8513 or 3225

Cape Breton Coal
Research Laboratory
210 George Street
Sydney, Nova Scotia
B1P 1J3

902-564-7673

Atlantic Clients Liaison Unit
Legal Surveys Division
136 Victoria Street
Amherst, Nova Scotia
B4H 1Y1

902- 661-6761

Explosives Branch
Inspector of Explosives
1809 Barrington Street, Room 520
Halifax, Nova Scotia
B3J 3K8

902-456-2089

Minerals and Metals Sector
1809 Barrington Street, Suite 520
Halifax, Nova Scotia
B3J 3K8

902-426-6988

Ontario

Elliot Lake Laboratory
P.O. Box 100
Elliot Lake, Ontario
P5A 2J6

705-461-7000

Petawawa Research Forest
Canadian Forest Service
P.O. Box 2000
Chalk River, Ontario
K0J 1J0

613-589-3000

Great Lakes Forestry Centre
Canadian Forest Service
1219 Queen Street East, Box 490
Sault Ste. Marie, Ontario
P6A 5M7

705-759-5740

Ontario Clients Liaison Unit
Legal Surveys Division
606-55 St. Clair Avenue East
Toronto, Ontario
M4T 1M2

416-973-7513

Sudbury Backfill Laboratory
Ramsey Lake Road
Sudbury, Ontario
P3C 2C6

705-675-5008

Explosives Branch
Inspector of Explosives
P.O. Box 239
Merrickville, Ontario
K0G 1N0

613-943-8305

Prince Edward Island

Effiency and Alternative
Energy Branch
Prince Edward Island District Office
Charlottetown, Prince Edward Island
C1E 1B0

902-566-7380

Québec

Laurentian Forestry Centre
P.O. Box 3800
1055 du P.E.P.S. Street
Sainte-Foy, Québec
G1V 4C7

418-648-5847

Centre for Topographic Information (Sherbrooke)
2144 King Street West
Sherbrooke, Québec
J1J 2E8

819-564-5602

Earth Sciences Sector
GSC – Québec
2535 Laurier Boulevard
P.O. Box 7500
St. Foy, Québec
G1V 4C7

418-654-2603

CANMET Energy Diversification Research Laboratory
1615 Lionel-Boulet Blvd.
Varennes, Québec
J3X 1S6

514-652-6639

Laboratoire de Val d'Or
Secteur de la technologie des minéraux
et de l'énergie
Laboratoire minier
Val d'Or (Québec)

J9P 4P8

Clients Liaison Unit
Legal Surveys Division
320 est, rue St-Joseph
Québec, Québec
G1K 8Z7

418-648-5721

Saskatchewan

Regional Surveyor
Legal Surveys Division
202-2221 Cornwall Street
Regina, Saskatchewan
S4P 2L1

306-780-5402

Minerals and Metals Sector
Suite 405
101, 22nd Street East
Saskatoon, Saskatchewan
S7K 0E1

306-975-5960

Data Acquisition Division
Prince Albert Satellite Station
7 Miles N-W
Prince Albert, Saskatchewan
S6V 5S7

306-953-8536

Yukon

Clients Services Unit
Legal Surveys Division
300 Main Street, Room 225
Whitehorse, Yukon
Y1A 2B5

403-667-3951

Reading Room

In accordance with the Access to Information Act the Natural Resources Canada reading room is located on the:

Ontario

ATIP Secretariat
11 Floor, DI
580 Booth Street
Ottawa, Ontario
K1A 0E4

Tel: (613) 995-I236
Facsimile: (613) 995-0693

Natural Sciences and Engineering Research Council of Canada

Chapter 94

General Information

Background

The Natural Sciences and Engineering Research Council (NSERC) is the national instrument for making strategic investments in Canada's capability in science and technology. NSERC was established in 1978 as a departmental corporation, a specialized agency that operates at arm's length from goverment. It is responsible for the promotion and support of research in the natural sciences and engineering, other than the health sciences. NSERC supports basic university research through research grants and project research through partnerships of universities with industry, as well as the advanced training of highly qualified people in both areas.

Responsibilities

NSERC's mission is to foster the discovery and application of knowledge through the support of university research and the training of scientists and engineers. The Council promotes the use of this knowledge to build a strong national economy and improve the quality of life of all Canadians. NSERC fulfills its mission by awarding grants and scholarships through a competitive process and by building partnerships among universities, governments and the private sector.

Over 8,000 Canadian researchers benefit from NSERC support. In addition, over 3,300 Canadians hold an NSERC scholarship or fellowship. NSERC programs provide employment to about 14,000 persons, of which 80% are students and postdoctoral fellows; the remainder are skilled technicians and research professionals.

Legislation

- Government Organization (Scientific Activities) Act (1976)

Organization

President

The President, who is chief executive officer of Council, is responsible for the overall management and direction of the work of Council staff in the development and delivery of programs.

♦ Communications

This division is responsible for publications, media relations and public affairs.

♦ Research Grants and Scholarships Directorate

This directorate co-ordinates activities associated with support of the research base (research grants in support of a spectrum of research activities, grants for the purchase, operation and maintenance of research equipment, facilities and installations) as well as the prestigious E.W.R. Steacie Memorial Fellowships. It also administers awards to undergraduate and graduate students, postdoctoral fellows, and scientists and engineers for advanced study and research training in Canadian universities, industry, and government laboratories.

♦ Common Administrative Services Directorate

This directorate is responsible for the systems and services which support NSERC's officers and staff and facilitate the implementation of programs. In general, this includes administration, finance, human resources management and information management.

♦ Council Secretariat

The Secretariat co-ordinates Council's parliamentary requirements and administers a complex network of committees which form the basis of NSERC's operations. The office plays an important co-ordination role in corporate policy within NSERC and in liaison with central agencies and external organizations. It is also responsible for the administration of the Access to Information Act and the Privacy Act and for ethical issues related to research.

♦ Policy and International Relations

This division co-ordinates strategic planning, program policy development, evaluation, internal audit, international relations and special research projects.

♦ Research Partnerships Directorate

This directorate administers programs intended to promote research in selected fields of national importance and to forge closer links between the university research community, research-oriented government departments and the private sector. These include Strategic Projects, Research Networks and University-Industry projects.

Information Holdings

Program Records

♦ Communications

Communications
Description: information related to the administration and management of NSERC's internal and external communications function including publishing, public and media relations. ***Topics:*** Communications: public relations: publications. ***Access:*** Files arranged by subject. ***Program Record Number:*** SER SER 021

♦ Research Grants and Scholarships Directorate

Collaborative Research Initiatives
Description: information related to a series of NSERC programs designed to support collaboration among Canadian scientists and engineers. ***Topics:*** Collaborative Special Projects Grants; Collaborative Project Grants. ***Access:*** files arranged by applicant, university, program, and year. ***Note:*** These programs were discontinued in 1996. ***Storage Medium:*** For certain programs, information maintained in case files is held in a computerized database. ***Program Record Number:*** SER SER 031

Equipment Grants
Description: information related to NSERC's role in enhancing the research capability of university researchers and providing a stimulating environment for research by supporting the purchase of research equipment. ***Topics:*** equipment grants; research equipment. ***Access:*** Files arranged by applicant, university and year. ***Storage Medium:*** Computer database and paper case files. ***Program Record Number:*** SER SER 036

Other General Support
Description: information related to a series of NSERC special programs and mechanisms aimed at the promotion and support of activities not supported by other programs. ***Topics:*** E. W. R. Steacie Memorial Fellowships; Attachés de recherche du CRSNG*; Conference grants*; Scientific Publication grants*; Miscellaneous grants*; Canadian Council on Animal Care. ***Access:*** information arranged by name of applicant and/or university, program, and year. ***Note:*** Programs marked * discontinued in 1995. ***Storage Medium:*** computer database and paper case files. ***Program Record Number:*** SER SER 045

Postgraduate Scholarships
Description: information related to NSERC programs which aim to assist in the provision of highly qualified scientists and engineers by providing financial support to excellent students working toward a master's or doctoral degree in the natural sciences or engineering. ***Topics:*** postgraduate scholarships. ***Access:*** files arranged by name of applicant, program and year. ***Storage Medium:*** computer database and paper case files. ***Program Record Number:*** SER SER 055

Research Fellowships
Description: information related to NSERC programs which provide recent doctoral graduates in science and engineering disciplines with opportunities to add to their experience by engaging in research activities in universities and research institutes in Canada and abroad, and in Canadian research-oriented companies. ***Topics:*** Postdoctoral Fellowships; Industrial Research Fellowships ***Access:*** files arranged by name of applicant, program and year. ***Storage Medium:*** computer database and paper case files. ***Program Record Number:*** SER SER 060

Research Grants
Description: information related to NSERC's largest grants program aimed at the promotion and support of a broad base of high quality research in the natural sciences and engineering in Canadian universities. ***Topics:*** Research grants (individual, team and project); Infrastructure grants. ***Access:*** files arranged by name of applicant, university and year. ***Storage Medium:*** computer database and paper case files. ***Program Record Number:*** SER SER 026

♦ Council Secretariat

Secretariat
Description: information related to the organizational structure, membership, agenda, minutes and activities of the Council and its committees; as well as records related to corporate policy; access to information and privacy, and research ethics. ***Topics:*** terms of reference; agenda and minutes; membership; committees. ***Access:*** information arranged by subject or by committee. ***Storage Medium:*** files arranged by subject ***Program Record Number:*** SER SER 006

♦ Policy and International Relations

Evaluation and Audit
Description: information related to internal audits and to the evaluation of NSERC's programs, corporate systems and services. ***Topics:*** program evaluation; internal audit. ***Access:*** files arranged by subject. ***Program Record Number:*** SER SER 016

International Programs
Description: information related to NSERC programs aimed at fostering co-operation and collaboration between Canadian researchers and scientists and engineers in other countries through such activities as joint projects, visits and exchanges. ***Topics:*** NSERC Foreign Researcher Awards*; Register of Canadians Studying Abroad*; Bilateral Exchange Awards; CIDA/NSERC Research Associateships*. ***Access:*** files arranged by applicant name, program and year. ***Note:***

Programs marked * discontinued in 1995. ***Storage Medium:*** computer database and paper case files. ***Program Record Number:*** SER SER 065

Policy and Planning
Description: information related to corporate and long-range planning and policy development activity. ***Topics:*** policy development; planning; multi-year plans. ***Access:*** files arranged by subject. ***Program Record Number:*** SER SER 011

♦ Research Partnerships Directorate

Research Partnerships
Description: information related to NSERC's Research Partnerships program which promotes and supports joint research initiatives and collaboration between universities and Canadian companies or universities and government labs. ***Topics:*** University-Industry Projects; Research Networks; research and development. ***Access:*** files arranged by subject or by case file number. ***Storage Medium:*** computerized database and paper case files. ***Program Record Number:*** SER SER 075

Strategic Projects
Description: information related to NSERC's program of of support for Strategic Projects which provide support to eligible researchers or teams of researchers in Canadian academic institutions for substantial projects in selected research areas of national concern. ***Topics:*** Strategic projects; university research; funding of university research. ***Access:*** files are arranged by name of principal applicant, university, and year. ***Storage Medium:*** computer database and paper case files. ***Program Record Number:*** SER SER 070

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

♦ Research Grants and Scholarships Directorate

Collaborative Research Initiatives
Description: This bank contains information related to applications for support of collaborative research initiatives submitted by individuals who hold academic appointments in eligible Canadian academic institutions. It also contains information related to the administration of these types of awards. It includes details of applicants' post-secondary education, professional experience, and proposals, as well as referee and committee assessments, decisions, reports and recommendations. ***Class of Individuals:*** individuals who apply to NSERC for support of collaborative projects and third parties from whom NSERC has requested assessments of proposals. ***Purpose:*** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an

application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Paper files, some of which contain documentation on successive applications and awards, are retained by NSERC until ten years from the date of the last correspondence on file. ***Note:*** These programs were discontinued in 1996. ***Related to PR#:*** SER 031 ***TBS Registration:*** 002573 ***Bank Number:*** SER PPU 055

General Support Programs

Description: This bank contains applications, forms and correspondence related to NSERC's research support and other programs which provide support for research personnel. This would include the Attachés de recherche du CRSNG*, the E.W.R. Steacie Fellowships, and some Miscellaneous Grants*. Files may contain details of applicant's post-secondary education, professional experience, referee and selection committee assessments, and Council's decisions. They may also contain administrative and financial documents related to the administration of awards. ***Class of Individuals:*** individuals who participate in NSERC's Research Support and other general support programs and third parties from whom NSERC has requested assessments of proposals. ***Purpose:*** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Case files, which can include documentation related to a series of successive applications, are retained by NSERC until seven years from the date of the last correspondence on file. ***Note:*** Programs marked * discontinued in 1995. ***Related to PR#:*** SER 041; SER 045 ***TBS Registration:*** 002574 ***Bank Number:*** SER PPU 060

Lists of External Referees

Description: This bank contains names, affiliation and mailing addresses of individuals in Canada and abroad who are asked by the Council to review proposals for grants to individuals and groups. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access to their personal data should provide field of research, name and affiliation. ***Class of Individuals:*** individuals in Canada and abroad who are asked by the Council to review proposals for grants ***Purpose:*** The information is used to select

external referees for research proposals. ***Retention and Disposal Standards:*** The retention period for records in this bank is under review. ***TBS Registration:*** 003514 ***Bank Number:*** SER PPU 050

Register of Canadians Studying Abroad

Description: This bank contains information on the professional qualifications of Canadians who are doing postgraduate or postdoctoral work in the natural sciences or engineering in foreign universities and institutes and who have registered with NSERC so that their availability may be made known to participating Canadian employers who require qualified research personnel. Information includes name, address, current field of study or research, and details of post-secondary education. ***Class of Individuals:*** Canadian graduate and postgraduate students studying or working in foreign countries who have registered with NSERC. ***Purpose:*** Information in the bank is used to facilitate the return to Canada of highly qualified scientists and engineers to meet the needs of Canadian employers. ***Consistent Uses:*** NSERC uses the information in the Register to evaluate its programs and to produce statistics and planning information. NSERC also searches the electronic database file associated with the Scholarships and Fellowships Personal Information Bank to identify potential registrants from among scholars receiving NSERC support. These individuals are then contacted and invited to register. ***Retention and Disposal Standards:*** Paper documents are retained for three calendar years after the year of registration. Registrants are removed from the electronic database upon request or automatically if no update is received for three years. ***Note:*** Program discontinued 1995. ***Related to PR#:*** SER 065 ***TBS Registration:*** 002577 ***Bank Number:*** SER PPU 075

Research Grants

Description: This bank contains information related to individual, team and project Research Grant applications as well as applications for equipment, Major Installation and Infrastructure Grants submitted by researchers who hold academic appointments in eligible Canadian academic institutions. It also includes information related to the administration of these types of awards. It includes details of applicants' post-secondary education and professional experience, proposals, referee and selection committee assessments, and Council's decisions. ***Class of Individuals:*** applicants for NSERC Research, equipment, major installation, and infrastructure grants and third-party reviewers from whom NSERC has requested assessments of proposals. ***Purpose:*** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Inactive paper files, which may include the documentation related to multiple applications, are retained by NSERC until seven years after the date of the last correspondence on the volume. ***Related to PR#:*** SER 026; SER 036 ***TBS Registration:*** 002581 ***Bank Number:*** SER PPU 095

Scholarships and Fellowships

Description: This bank contains information related to the adjudication and administration of NSERC's scholarships and fellowships programs including Undergraduate Research Awards (industry and small universities), Postgraduate Scholarships, Industrial Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation*, 1967 Science and Engineering Scholarships*, Postdoctoral Fellowships, Industrial Research Fellowships, and NATO Science

Fellowships. It contains details of applicant's post-secondary education and, in some cases, professional experience. It includes ratings, assessments, recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of these awards. ***Class of Individuals:*** applicants for NSERC scholarships and fellowships and third parties who provide assessment of applicants' suitability for these awards. ***Purpose:*** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. 2. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 3. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant, award type, amount awarded, institution and department, the proposed location of tenure, the discipline or field of research, the project title and, beginning in 1996 for some programs, a summary of the research proposal prepared by the applicant for public reference. 4. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 5. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 6. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 7. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Paper files, which may contain documentation related to successive applications in different programs, are retained by NSERC until six years after the date of the last correspondence on file. ***Note:*** Programs marked * discontinued in 1995. ***Related to PR#:*** SER 050; SER 055; SER 060 ***TBS Registration:*** 002575 ***Bank Number:*** SER PPU 065

Visiting Fellowships in Canadian Government Laboratories

Description: This bank contains information related to the granting of Visiting Fellowships in Canadian Government Laboratories which NSERC administers on behalf of a number of federal departments and agencies. It also contains information on NSERC International Fellowships offered in Canadian Universities*. The bank contains details of applicants' post-secondary education and professional experience. It may contain information on an applicant's marital status and the number and ages of children in cases where NSERC is involved in arranging travel and insurance. It includes assessments of applications as well as recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of awards. ***Class of Individuals:*** Canadian citizens and researchers from other countries who participate in the program of Visiting Fellowships in Canadian Government Laboratories or the Canada International Fellowships Program*, and third parties who provide references and assessments of applicants' suitability for awards. ***Purpose:*** Information in the bank is used to review applications and to monitor and administer awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. For the Visiting Fellowships Program, which NSERC administers on behalf of other federal departments, applications will be shared with appropriate officials in other federal institutions. 2. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 3. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department (for scholarships and fellowships holders, the proposed location of tenure), the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the

applicant for public reference. 4. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 5. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 6. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 7. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Paper files, which may contain documentation related to successive applications, are retained by NSERC until six years after the date of the last correspondence on the file. ***Note:*** Programs marked * discontinued in 1995. ***Related to PR#:*** SER 065 ***TBS Registration:*** 002579 ***Bank Number:*** SER PPU 085

♦ Common Administrative Services Directorate

Employment Applications

Description: This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. It contain letters, completed application forms, applicant resumes; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or an appropriate future opening. Individuals wishing access should provide their full name and address. ***Class of Individuals:*** individuals who apply for employment with the Natural Sciences and Engineering Research Council. ***Purpose:*** information is used for staffing vacancies as they arise. ***Retention and Disposal Standards:*** Records are retained for two fiscal years and then destroyed. ***PAC Number:*** 78-001 ***TBS Registration:*** 003515 ***Bank Number:*** SER PPU 045

♦ Council Secretariat

Access Request Data Bank

Description: This bank contains the access request forms sent to NSERC by individuals requesting access to records and to personal information, the replies to these requests, and information related to their processing. ***Class of Individuals:*** Individuals who have made requests to NSERC under the Access to Information Act or the Privacy Act. ***Purpose:*** The purpose of this bank is to administer requests made under the Access to Information Act and the Privacy Act. ***Retention and Disposal Standards:*** Files are maintained for two years following the last administrative action. ***PAC Number:*** 78-001 ***TBS Registration:*** 001627 ***Bank Number:*** SER PPU 035

Committee Nominations and Membership

Description: This bank includes the names of individuals who have been recommended or nominated for participation on NSERC committees. It may include affiliations, addresses and telephone numbers, areas of expertise, the name of the person who made the nomination as well as information on the individual's past participation and future availability. For individuals who confirm their acceptance of a nomination, the bank may also include a current curriculum vitae, and fuller information on the membership selection process including staff reports and the views of discipline experts consulted about the nominations. ***Class of Individuals:*** Members of the scientific and engineering community in Canada and abroad nominated by their peers or identified by NSERC as prospective committee members. Individuals who agree to serve on NSERC committees. Persons who nominate or recommend others as prospective committee members. Individuals consulted by NSERC staff during the committee membership selection process. ***Purpose:*** This information is used to identify and select individuals with specific technical knowledge and expertise to participate on NSERC committees. ***Consistent Uses:*** Information related to nominees may be disclosed to members of current NSERC committees and/or other discipline experts for the purpose obtaining of their opinions on the committee composition. In cases where NSERC proposes to disclose information about nominees to others to obtain their views, staff first contact the nominees to advise them about this process and obtain their consent. ***Retention and Disposal Standards:*** Five years after the last administrative action. ***Related to PR#:*** SER 006 ***TBS Registration:*** 003939 ***Bank Number:*** SER PPU 022

Compliance – Intregrity in Research and Scholarship

Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from NSERC to research institutions to explore allegations, summaries of institutional findings and sanctions imposed by NSERC. ***Class of Individuals:*** Individuals who make allegations about breaches of the Tri-Council Policy Statement on Integrity in Research and Scholarship, individuals who are the subject of allegations, officials in research institutions or in the academic community involved in determining whether allegations are well-founded. ***Purpose:*** The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship. ***Retention and Disposal Standards:*** Five years after the last administrative action. Summary information related to sanctions maintained for the duration of the sanction. ***Related to PR#:*** SER 006 ***TBS Registration:*** 003940 ***Bank Number:*** SER PPU 023

♦ Research Partnerships Directorate

Research Partnerships Programs

Description: This bank contains information on individuals participating in NSERC's Research Partnerships which promote collaboration between universities and companies or universities and government researchers. This bank includes university-industry programs and research networks. Files may include details of applicants' post-secondary education, professional experience, and research proposals. They may also include references and assessments by third parties, committee recommendations, Council's decisions and documentation generated in the administration of awards. ***Class of Individuals:*** participants in NSERC's Research Partnerships programs and individuals from whom NSERC has requested expert assessments of applications and proposals. ***Purpose:*** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant, scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Paper files are retained by NSERC until seven years after the date of the last correspondence on file. ***Related to PR#:*** SER 075 ***TBS Registration:*** 002580 ***Bank Number:*** SER PPU 090

Strategic Projects

Description: This bank contains information related to applications received from researchers in Canadian academic institutions for support under the Strategic Projects program and information related to the administration of these awards. It includes details of applicants' post-secondary education, professional experience, and research proposals as well as referee and selection panel assessments, and Council's decisions. ***Class of Individuals:*** applicants for NSERC Strategic Project support and third-party reviewers from whom NSERC has requested assessments of applications. ***Purpose:*** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes

and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Inactive paper files, which may include documentation related to multiple applications, are retained by NSERC until seven years after the date of the last correspondence. ***Related to PR#:*** SER 070 ***TBS Registration:*** 002578 ***Bank Number:*** SER PPU 080

International Programs
Description: This bank contains information related to NSERC's Bilateral Exchange Awards, NSERC Foreign Researcher Awards*, Grants for Research Abroad* and CIDA/NSERC Research Associateships*. It contains information supplied by participants on their post-secondary education, professional experience and research proposals, and may include third-party assessments. The bank contains administrative and financial documentation generated in the administration of the awards. ***Class of Individuals:*** Participants in NSERC's international programs and individuals who provide assessments of proposals. ***Purpose:*** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. ***Consistent Uses:*** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. ***Retention and Disposal Standards:*** Paper files, which may contain documentation related to successive applications and awards, are retained by NSERC until seven years after the date of the last correspondence on file. ***Note:*** Programs marked * discontinued in 1995. ***Related to PR#:*** SER 065 ***TBS Registration:*** 002576 ***Bank Number:*** SER PPU 070

Classes of Personal Information

Subject files
NSERC's subject files contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes personal addresses associated with routine requests for information or opinions expressed by individuals in correspondence with NSERC on program matters.

This kind of personal information is not used for any specific administrative purpose. It is normally retrievable only if the requester gives details about the subject, date, and circumstances under which the information was provided to NSERC. The retention period for this kind of information is governed by schedules approved by the National Archivist for various subject files in which it is stored.

Manuals

- Peer Review Manual
- Research Partnerships: Technology Diffusion Activities
- Researcher's Guide
- Scholarships and Fellowships Guide
- Tri-Council Policy Statement on Integrity in Research and Scholarship
- Your NSERC Award

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Additional information on the Council's organization, programmes and operations can be obtained by contacting:

Communications
NSERC
Constitution Square
13th floor, 350 Albert Street
Ottawa Ontario

(613) 995-6295

Reading Room

NSERC has designated one of its meeting rooms a public reading room in accordance with the Act. The address is:

National Capital Region

Constitution Square
13th floor, 350 Albert Street
Ottawa Ontario

Northern Pipeline Agency Canada
Chapter 95

General Information

Background
The Northern Pipeline Agency (NPA) was created with the proclamation of the Northern Pipeline Act in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. Pending resumption of planning and construction of the pipeline, the only office in the Agency that is staffed is the Office of the Commissioner, which maintains a small support staff.

Responsibilities
The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields for Canadians the maximum economic and industrial benefit with the least amount of social and environmental disruption, particularly to native communities.

The Agency was designed to act as a single window between federal authorities and the Foothills Group of Companies, and between provincial and territorial governments, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. This is not the case for those powers reserved exclusively to the National Energy Board or shared between the Board and the Agency.

Legislation
- Northern Pipeline Act, R.S.C. 1985, c. N-26

Organization
♦ Office of the Commissioner
As Agency headquarters, the Office provides support to both the Minister responsible for the Agency and the Commissioner. The Office is responsible for developing and consulting on major policy issues between the United States, the provinces, and federal departments and agencies, concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

♦ Office of the Administrator
The Office exercises such powers and performs such duties and functions as the Minister may specify.

♦ Office of the Designated Officer
The Office carries out all the responsibilities specifically required under the Northern Pipeline Act.

♦ Policy and Programs Unit (not staffed)
This Unit is responsible for most aspects of the Agency's operational role not assigned by statute to the deputy administrator and designated officer, and for contributing to those orders, directions and approvals for the designated officer which require the Minister's concurrence. It is also responsible for socio-economic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, and manpower planning and logistical matters related to the project. It holds special policy responsibilities for the internal planning and administration of the Agency in matters of financial management and adminstration.

♦ Socio-economic and Environment Unit (not staffed)
This Unit acts as liaison with various public interest groups and territorial, provincial and federal bodies; advises on socio- economic and environmental policies and procedures; administers terms and conditions; carries out socio-economic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It advises the Agency, federal, provincial and territorial government departments, and community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

♦ Scheduling and Regulatory Unit (not staffed)
This Unit oversees the project scheduling and cost control procedures involved in building the pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board, as well as the issue of permits and orders to ensure correct technical content.

♦ Engineering Design Unit (not staffed)
This Unit is responsible for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is responsible for the approval of all engineering design of the pipeline, as well as for providing direction to personnel who will ensure that the company conforms with the engineering requirements, orders, specifications

and terms and conditions related to the construction of the pipeline.

Information Holdings

Program Records

Advisory Councils
Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the Northern Pipeline Act. ***Program Record Number:*** NPA ADM 015

British Columbia Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. ***Topics:*** Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. ***Access:*** Files are arranged by subject and construction zone. ***Program Record Number:*** NPA ADM 025

Delegated Authorities
Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. ***Topics:*** Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the Northern Pipeline Act. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA ODO 040

Engineering and Operational File
Description: Information on all engineering aspects associated with the operational phase of the pipeline. ***Topics:*** Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA EDU 100

Engineering Design and Development
Description: Information on the engineering design and development necessary before the construction of the pipeline. ***Topics:*** Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA EDU 095

Environment
Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. ***Topics:*** Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, and ice. ***Access:*** Files arranged by subject and segment of the pipeline. ***Program Record Number:*** NPA SEE 070

Government Programs
Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. ***Topics:*** Permits and orders; land tenure and use; field surveillance scheduling and administration. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA TRA 050

Industrial Benefits
Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. ***Topics:*** Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA TRA 055

Legal Affairs
Description: Information on the administration of legal matters; also opinions and decisions. ***Topics:*** Policy; Commissioner of Oaths; interpretation and application of legislation. ***Program Record Number:*** NPA ADM 030

Logistics Transportation
Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. ***Topics:*** Transportation – pipe; air transportation systems; rail transportation systems. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA TRA 045

Manpower
Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. ***Topics:*** Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. ***Access:*** Files arranged by subject and segment of the line. ***Program Record Number:*** NPA SEE 075

Policy
Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation. ***Program Record Number:*** NPA COM 005

Project Scheduling and Monitoring
Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. ***Access:*** Files arranged by construction zone. ***Program Record Number:*** NPA SRU 090

Public Affairs
Description: Information on NPA public relations, community information, media liaison and employee communications. ***Topics:*** Information services; advertising; communications strategies. ***Program Record Number:*** NPA ADM 035

Right-of-Way
Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. ***Topics:*** Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. ***Access:*** Files arranged by subject and construction zone. ***Program Record Number:*** NPA SRU 085

Secretariat Operations
Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. ***Topics:*** Corporations, companies and firms; government liaison; public relations. ***Program Record Number:*** NPA ADM 010

Social and Cultural Issues
Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. ***Topics:*** Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. ***Access:*** Files arranged by subject and segment of the pipeline. ***Program Record Number:*** NPA SEE 065

Socio-economic Issues
Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. ***Topics:*** Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. ***Access:*** Files arranged by subject and segment of the line. ***Program Record Number:*** NPA SEE 060

Surveillance Information
Description: Information on the day-to-day operations associated with pipeline and station construction. ***Topics:*** Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. ***Access:*** Files arranged by subject and segment of the line. ***Program Record Number:*** NPA SRU 080

Yukon Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. ***Topics:*** Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. ***Access:*** Files are arranged by subject and construction zone. ***Program Record Number:*** NPA ADM 020

Personal Information Banks

Access Request Data Bank
Description: The bank contains access request forms received from individuals requesting access to their files, the replies to such requests and information related to processing. ***Class of Individuals:*** Employees, applicants for employment, and individuals providing services under contract. ***Purpose:*** The bank provides information on access requests. ***Consistent Uses:*** The bank records requests for access and provides information on periodic reports on requests. ***Retention and Disposal Standards:*** Files are retained for two years (under review). ***TBS Registration:*** 000740 ***Bank Number:*** NPA PPU 020

Application for Employment
Description: The bank maintains an inventory of applicants from the general public or the federal government for employment with the Northern Pipeline Agency. It includes applications for employment, curricula vitae, letters of reference and other personal information. Individuals are identified by name. The Office of the Commissioner is responsible for this bank. ***Class of Individuals:*** Applicants for employment in the Agency. ***Purpose:*** The bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the Agency staff. ***Consistent Uses:*** The bank is used in the staffing of Agency positions. ***Retention and Disposal Standards:*** Records are retained in the bank for two calendar years (under review). ***TBS Registration:*** 000737 ***Bank Number:*** NPA PPU 005

Expenditure Records
Description: The bank contains documentation in support of expenses incurred by employees in the performance of their duties including authorization for expenditure, advances and claims. ***Class of Individuals:*** Employees of the institution. ***Purpose:*** The documentation in the bank is used to support payments to employees and is retained for the purposes of audit. ***Consistent Uses:*** The bank is used in the administration and verification of expense claims of employees. ***Retention and Disposal Standards:*** Information in the

bank is retained covering the most recent six fiscal years of the employee, including the current fiscal year. ***PAC Number:*** 78-001 ***TBS Registration:*** 000739 ***Bank Number:*** NPA PPU 015

Service Contract Files
Description: The bank maintains information on individuals or firms engaged under contract. The files contain data referring to curricula vitae, rates charged for service, dollar values of contracts, terms of contracts and previous contracts. ***Class of Individuals:*** Individuals performing services for the Agency either directly or through their firms. ***Purpose:*** The bank was established to record information relating to individuals and firms providing services to the Agency under contract. ***Consistent Uses:*** The bank is used to record information relating to persons and firms providing services to the Agency under contract and to control payments for such services. ***Retention and Disposal Standards:*** The files in the bank are kept for six years following completion of the services. ***PAC Number:*** 78-001 ***TBS Registration:*** 000738 ***Bank Number:*** NPA PPU 010

Manuals

Office of the Designated Officer
- Designated Items – Procurement Program
- Engineering and Technical Orders
- Environmental Terms and Conditions
- Schedule III to the Northern Pipeline Act
- Socio-economic Terms and Conditions

Policy and Programs
- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics – August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics – August 1980
- Manual of Internal Administration

Scheduling and Regulatory
- Consolidated Monthly Progress Reports
- Final Design Cost Estimate Phase I, Eastern Leg – December 1980
- Final Design Cost Estimate Prebuild, Western Leg – April 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission – September 1980
- Phase 1 Progress Report
- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

Engineering Design
- Commissioning
- Compressor Stations
- Crossings
- Flow Studies
- Leave to Open
- Monitoring Procedures
- Operator's Manual
- Pipeline and Compressor Testing and Acceptance Plans
- Regulatory Submission Schedules
- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Special Advisor on Policy and Public Affairs
Northern Pipeline Agency
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

(613) 993-7466

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario

North Fraser Port Authority

Chapter 96

The North Fraser Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

Northwest Territories Water Board
Chapter 97

General Information

Background
The Northwest Territories Water Board was established under section 7 of the Northern Inland Waters Act, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the Regulations have been made since; one on January 15, 1975, and the other on July 17, 1975. The Board held its founding meeting in Yellowknife, N.W.T. on April 8, 1972.

Responsibilities
The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act an application must be made to the Board and a licence issued prior to the use of any waters or disposal of any waterborne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Legislation
- Northern Inland Waters Act
- Northern Inland Waters Regulations

Organization
The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor in Council, are most directly concerned with the management of the water resources in the Northwest Territories, and at least three persons named by the Commissioner in Council of the Northwest Territories.

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development to help conduct the business of the Board and its activities. A Technical Advisory Committee was established in 1973 to provide a forum for the discussion of technical matters related to applications for use of water and waste disposal.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be direct to:

Executive Assistant
Northwest Territories Water Board
Goga Cho Building, 2nd Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

Tel: (867) 669-2772
Fax: (867) 669-2719

Reading Room
In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Goga Cho Building, 2nd Floor
Yellowknife, Northwest Territories

Office of the Auditor General of Canada

Chapter 98

Note: This institution is not subject to the Access to Information Act.

General Information

Responsibilities

The Auditor General is required by the Auditor General Act to audit government departments, agencies, and Crown corporations and the Accounts of Canada. He reports the results of his examinations to the House of Commons.

Information Holdings

Personal Information Banks

Privacy Requests Data Bank

Description: This bank contains request forms sent by individuals requesting access to information held about them, the replies to such requests and information related to their processing. ***Class of Individuals:*** This information relates to individuals requesting access to their files. ***Purpose:*** Information in this bank is used for processing requests under the Privacy Act only, and to report on the number of privacy requests received annually. ***Retention and Disposal Standards:*** Files are kept for two years. ***PAC Number:*** 86-001 ***TBS Registration:*** 001590 ***Bank Number:*** OAG PPU 020

Competition Files

Description: This bank exists in accordance with the Public Service Employment Act to record and provide information related to any competition administered by the Auditor General's Office. The data include job descriptions; requests to staff; job profiles; statement of qualifications; terms of reference; eligibility lists; applications for the particular competitions. The bank contains records on all persons who are included in a competition which the Auditor General's Office administers. Individuals may gain access to these records by a written request. ***Class of Individuals:*** The information relates to all persons who are included in a competition which the Auditor General's Office administers. ***Purpose:*** The bank is used to provide information relating to all competitions administered by the Auditor General's Office so that the most meritorious candidate is selected. ***Retention and Disposal Standards:*** Retention for board assessments is three years following board date; for eligibility lists one year after expiry; and for other documents three years from date of completion of process. ***PAC Number:*** 86-001 ***TBS Registration:*** 001589 ***Bank Number:*** OAG PPU 015

Professional Service Contracts

Description: This bank contains data on all individuals on contract to the Office of the Auditor General and includes such information as curricula vitae, performance appraisals, rates charged for services, dollar values of contract, terms of contracts and previous contracts. ***Class of Individuals:*** This information relates to all individuals working on contract for the Office of the Auditor General (OAG) anywhere in the world. ***Purpose:*** The purpose of this bank is to maintain information on individual consultants engaged under contract. ***Consistent Uses:*** This information is used to report on the status and commitment values of contracts throughout the Office. ***Retention and Disposal Standards:*** Files are kept for seven fiscal years. ***PAC Number:*** 86-001 ***TBS Registration:*** 001587 ***Bank Number:*** OAG PPU 005

Unsolicited Employment Applications

Description: The data in this bank include the applicant's name and address, the date the application was acknowledged and the type of action taken. Anyone requesting access to these records should do so in writing. ***Class of Individuals:*** The information relates to persons who have submitted applications without the Office of the Auditor General requesting them to do so. ***Purpose:*** This bank exists to keep a record of unsolicited employment applications received by the Office and the action taken by the Office following the receipt of an application. ***Retention and Disposal Standards:*** Records are retained for six months to one year. ***PAC Number:*** 86-001 ***TBS Registration:*** 001588 ***Bank Number:*** OAG PPU 010

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information on the activities of the OAG, please contact:

Office of the Auditor General of Canada
Room 1117
240 Sparks Street
Ottawa, Ontario

(613) 995-3708 Ext 6371

Office of the Chief Electoral Officer
Chapter 99

General Information

Background
The position of Chief Electoral Officer was created in 1920 by the Dominion Elections Act, primarily to end political partisanship in the administration of federal elections. The Chief Electoral Officer is appointed by a resolution of the House of Commons so that all parties represented there may participate in the selection process. Once appointed, the incumbent reports directly to the House of Commons and is thus completely independent of government and political parties. The Chief Electoral Officer serves until he/she attains the age of sixty-five years and can only be removed for cause, by the Governor General at the joint request of the Senate and House of Commons.

Responsibilities
Elections Canada is the non-partisan agency responsible for the conduct of federal elections and referendums. Its prime task is to be prepared at all times to administer an electoral event.

The Chief Electoral Officer is responsible for exercising general direction and supervision over the preparation and administration of federal electoral events, for the maintenance of the National Register of Electors and for the reporting requirements relating to expenses incurred pursuant to the provisions of the Canada Elections Act and the Referendum Act.

Compliance and enforcement of the provisions of the Canada Elections Act and of the Referendum Act is carried out by the Commissioner of Canada Elections under the general supervision of the Chief Electoral Officer by whom the Commissioner is appointed.

The Chief Electoral Officer also provides the necessary data and assistance to enable the electoral boundaries commissions to discharge their responsibilities under the Electoral Boundaries Readjustment Act with respect to each province's representation in the House of Commons and taxes all accounts relating to the expenditures of the Electoral Boundaries Commissions.

Legislation
- Canada Elections Act
- Dominion Controverted Elections Act
- Electoral Boundaries Readjustment Act
- Referendum Act

Organization
♦ **The Administration and Human Resources Directorate**

This directorate is responsible for all personnel and administrative activities. It manages the provision of human resources services and services in the area of security, records management, facilities management, procurement and contracting.

♦ **The Commissioner of Canada Elections**

The Commissioner is responsible for handling all complaints of alleged infractions under the legislation. Except for offences relating to peace and good order, offences under the Canada Elections Act, the Referendum Act and section 126 of the Criminal Code can be prosecuted only with the consent of the Commissioner. In collaboration with the Legal Services Directorate, the Commissioner assists the Chief Electoral Officer in developing preventive measures to ensure compliance with the legislation and to improve the information available to the public.

♦ **The Communications Directorate**

This directorate is responsible for developing and implementing programs and activities intended to increase public awareness of the electoral system and the role of Elections Canada, for informing electors about their right to vote as defined under the Canada Elections Act and the Referendum Act and how they may exercise that right, and for reporting on the conduct and results of federal electoral events. Activities include advertising, public, community and media relations, the management of a Web site, the production of publications and videos and the operation of a toll-free enquiries service.

♦ **The Election Financing Directorate**

This directorate is responsible for ensuring that the policies, systems and procedures are in place to provide appropriate financial management and control for Elections Canada within the context of the Financial Administration Act and other related legislation, regulations and policies. It also administers the financial provisions of the Canada Elections Act and the Referendum Act and manages audit and performance measurement activities at Elections Canada.

♦ **The Election Operations Directorate**

This directorate is responsible for preparing and conducting all electoral events, as well as developing the procedures, manuals, forms and tools that facilitate registration, voting and electoral administration. It arranges the printing, assembling and shipping of all event materials to Canada's ridings as soon as an

electoral event is called. Election Operations acts as the main liaison with the returning officers who administer electoral events at the riding level and also oversees their training. It administers the Special Voting Rules and accessibility programs that give all Canadians the opportunity to exercise their right to vote and develops and maintains automated systems to support the administration of events, including voter registration, in the field. In addition, Election Operations assists the eleven independent commissions that periodically are appointed to readjust federal riding boundaries, maintains a geographic information system and produces cartographic products for electoral purposes.

♦ The Information Technology Directorate

This directorate is responsible for the planning, management and operation of all technology (hardware and software) at Elections Canada headquarters in Ottawa and in the field offices of the returning officers. The directorate is service oriented as it responds to the automated needs put forward by all other directorates; additionally, it manages and operates the basic corporate technology infrastructure needed for all manner of corporate-wide reporting and office automation initiatives.

♦ The International Services Directorate

Elections Canada is playing an increasingly active role in international election-related activities. The activities involve supervising elections, advising on constitution and election law provisions, conducting pre-election evaluations, providing professional assistance and advice, election documents and materials, training election officials, developing and conducting voter education programs and working directly with other election bodies. In addition, its responsibility includes briefing visiting foreign delegations and distributing information on various aspects of the Canadian electoral process. The directorate is also responsible for maintaining an inventory of potential candidates who are able to contribute the specialized skills required for various aspects of the electoral process.

♦ The Legal Services Directorate

This directorate is responsible for monitoring compliance with the Canada Elections Act, the Referendum Act and other pertinent legislation in conjunction with the Commissioner of Canada Elections, for providing legal interpretations, for preparing contract documents and for maintaining a register of all elected Members of Parliament that indicates the order in which their writs were received. The directorate is responsible for receiving and verifying applications for registration of political parties and referendum committees submitted in accordance with the legislation as well as maintaining the information in the Registries. The directorate oversees privacy matters, the conflict of interest code and acts as legal advisor to the Chief Electoral Officer and senior staff.

♦ The Privacy Coordinator

The Privacy Coordinator deals with all the requests received pursuant to the Privacy Act, establishes policies in order to handle the various requests and supervises the general administration of the statute.

♦ The Register of Electors Directorate

This directorate operationalizes and maintains Canada's permanent Register of Electors; keeps Register information up to date with data from federal and provincial/territorial sources and information provided by voters during and between electoral events.

♦ The Strategic Planning and Intergovernmental Affairs Directorate

The recent merger between Strategic Planning and Intergovernmental Affairs into a single directorate demonstrates Elections Canada's will to move forward with innovative and cost-effective initiatives, in partnership with other jurisdictions. This marriage fosters the development of modern approaches to electoral administration and facilitates the widest possible implementation of its innovations, while at the same time maximizing the utilization of resources.

The Strategic Planning and Intergovernmental Affairs Directorate lends support to the organization's efforts to anticipate and respond positively to changes in the electoral management environment by conducting regular information gathering functions and environmental scanning, and ensures the organization has the capability to effectively plan and monitor progress for the delivery of electoral events and other major corporate projects. The directorate also supports the organizational efforts to effectively define longer term strategies to address emerging national trends and issues.

The publication of the first strategic plan, Serving Democracy, has laid the foundation for the achievement of Elections Canada's goals and objectives and continues to guide the agency towards attaining its vision to be a world class leader in electoral administration. The establishment of the National Register of Electors is one of the most recent, significant achievements of this directorate. With its implementation, the directorate turns its attention to sharing the benefits of the National Register of Electors with its partners in the provincial and municipal jurisdictions and to examining other potential areas for development to propel Elections Canada into the 21st century.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Commissioner of Canada Elections

Description: This information bank houses correspondence with respect to particulars of complaints alleging violations of the Act. ***Class of Individuals:*** This information relates to complainants and the subject of complaints, investigators investigating on behalf of the Commissioner, lawyers acting as representatives of the Commissioner before the Court and persons contacted during an investigation. ***Purpose:*** The information is compiled for investigations and prosecutions purposes to ensure compliance and enforcement of the Canada Elections Act and the Referendum Act. The information in this bank is used for investigative purposes by the Commissioner of Canada Elections and law enforcement agencies when requested by the Commissioner, and the courts in deciding on the guilt or innocence of an accused person. ***Retention and Disposal Standards:*** Information is retained for ten years. ***TBS Registration:*** 003359 ***Bank Number:*** CEO PPU 015

Communications

Description: This bank contains the names and addresses of individuals or organizations who have asked to be put on mailing lists to receive copies of all new or revised publications and reports or the quarterly newsletter CONTACT, published by Elections Canada. ***Class of Individuals:*** The Canadian population in general, some academics, political parties, current and former election administrators, provincial and territorial election officials, libraries, federal and provincial government institutions and other organizations. ***Purpose:*** To provide information about the electoral system and election reporting, at the request of the individuals concerned. ***Retention and Disposal Standards:*** The lists are routinely updated. ***TBS Registration:*** 002765 ***Bank Number:*** CEO PPU 020

Election Financing

Description: This information bank contains the names and addresses of candidates, official agents and auditors; the name of each registered political party, its leader, chief agent and auditor; the name of each registered referendum committee, its leader, chief agent and auditor; the election expenses returns of candidates seeking election to the House of Commons and of registered political parties; the financial returns of registered referendum committees; the registered parties fiscal period returns; the amounts of money reimbursed to political parties and candidates who qualify; the name and address of each election and referendum officer and other personal data; and the amount of fees paid and claims reimbursed to those officers, pursuant to the Tariff of Fees. ***Class of Individuals:*** This information relates to candidates, official agents and auditors; leaders, chief agents and auditors of registered political parties and registered referendum committees; and election and referendum officers. ***Purpose:*** This information is necessary in order to reimburse election expenses of candidates and political parties as well as to pay fees to various election and referendum officers for their services in connection with an electoral event. ***Retention and Disposal Standards:*** Copies of candidates' election expenses returns are maintained on microfiche. Copies of registered political parties' fiscal period returns, registered political parties' general election expenses returns and registered referendum committees' finances returns are also retained. Information relating to election and referendum officers is disposed of in the same manner as all other financial payment records. ***TBS Registration:*** 003352 ***Bank Number:*** CEO PPU 010

Election Operations

Description: This information bank contains data on returning officers and their assistants, the names of candidates, their official agents and auditors as recorded in the candidates' nomination papers, as well as the names of the electors who sign the candidates' nomination papers; record of decisions in cases involving a person's eligibility to vote; lists of electors; electors who are temporarily living abroad and who qualify to vote under the Special Voting Rules; complaints with respect to the manner in which election and referendum officers discharge their duties; personal data on individuals who are deprived of their right to vote and/or be a candidate because of a conviction for a corrupt or an illegal practice under the Canada Elections Act. ***Class of Individuals:*** This information relates to the Canadian electorate, election/referendum officials, political parties, candidates at federal elections, registered referendum committees at a referendum. ***Purpose:*** It has been compiled following the preparation of voters' lists and the completion of nomination papers as required by the Act. Voters' lists are used by candidates during their election campaign and by poll officials to check on the entitlement to vote of citizens presenting themselves at polling stations. ***Retention and Disposal Standards:*** Nomination papers are public documents only during the election and can be inspected at the office of the returning officer during that period. All election and referendum documents are retained by the Chief Electoral Officer for a period of one year following the event, as required by the legislation. After that year, some of those documents are sent to National Archives of Canada. ***TBS Registration:*** 003353 ***Bank Number:*** CEO PPU 005

International Services

Description: This bank contains particulars of candidates such as health, countries visited, languages spoken, studies and diplomas, knowledge and expertise in the various areas that make up the democratic electoral process. ***Class of Individuals:*** Applicants/individuals interested in international electoral missions. The inventory also includes federal returning officers or provincial and territorial officials, or some combination of same and people with diplomatic, political, academic and other backgrounds and experience. ***Purpose:*** Elections Canada maintains this information in order to comply with requests from countries wishing to obtain support in the democratic process. ***Retention and Disposal Standards:*** The lists are updated upon receipt of changes. ***TBS Registration:*** 003198 ***Bank Number:*** CEO PPU 030

Legal matters

Description: This bank consists of files relating to all judicial matters arising within Elections Canada. It contains the particulars of the cases involved, including legal opinions obtained in the course of litigation. This bank also consists of the book in which the return to the writ of any member elected to serve in the House of Commons is entered in the order in which the return is received, pursuant to the provisions of the Canada Elections Act. ***Class of Individuals:*** The plaintiffs as well as the lawyers involved in the various cases; the name of the elected candidate and the name of the returning officer for each electoral district. ***Purpose:*** The information is obtained for litigation purposes and in order to comply with the requirements of the Canada Elections Act. ***Retention and Disposal Standards:*** The information is retained indefinitely. ***TBS Registration:*** 003197 ***Bank Number:*** CEO PPU 025

National Register of Electors

Description: This information bank contains electoral data including full name, mailing and street address, sex and date of birth of Canadians qualified to vote as well as information that the Chief Electoral Officer considers reliable and necessary for updating the data. These are electors whose names appeared on the list of electors for the last federal event, as well as electors who have asked to be added to the Register. Data is continually updated to reflect address and other changes, sources for these updates include Revenue Canada, Citizenship and Immigration and provincial/territorial suppliers including drivers' licences and vital statistics. Through this maintenance process, potential new electors are identified; each is contacted and asked to consent to being added to the Register. ***Class of Individuals:*** Canadian citizens over the age of 18. ***Purpose:*** To prepare preliminary voters' lists for use in federal elections and referendums. As well, the Canada Elections Act authorizes the Chief Electoral Officer to transmit copies of lists of electors, both electronic and paper, to candidates and political parties during a federal electoral event, and the Members of Parliament and political parties on October 15 of each year between electoral events. It also authorizes the giving of information contained in the Register of Electors to any body responsible under a provincial law for establishing a list of electors. The law permits this information to be used for electoral purposes only. Offences are punishable by law. ***Consistent Uses:*** During the preparation of the information needed by a given jurisdiction to establish its list of electors, Elections Canada officials make sure that all the opt-out requests received prior to the sending date are processed. However, it may happen that a delay occurs between the date on which the data is sent to the jurisdiction and the date on which the data is used by the jurisdiction. During that period, Elections Canada can receive opt-out requests from electors desiring that their information be removed from the National Register of Electors or used for federal electoral purposes only. Consequently, the data that is sent to the jurisdiction includes information about electors whose requests were received after the fact. In those cases, Elections Canada may provide jurisdictions which received information about electors who have opted out after the data taken from the National Register of Electors was sent, but before it was used by the jurisdiction, with the opted out status of those electors. This disclosure is aimed at preventing any use of that information by the jurisdiction. ***Retention and Disposal***

Standards: Data is continually updated to reflect address and other changes. ***TBS Registration:*** 004003 ***Bank Number:*** CEO PPU 037

Privacy requests
Description: This bank comprises all the requests for personal information received and the manner with which they were dealt, the audits conducted by the Privacy Commissioner's office, documents relating to the creation and updating of information banks and reports submitted as well as policies established pursuant to the Privacy Act for dealing with the requests. ***Class of Individuals:*** Persons who have requested personal information held by Elections Canada. ***Purpose:*** To administer the Privacy Act as it relates to Elections Canada. ***Retention and Disposal Standards:*** At least four years to coincide with federal general elections. ***TBS Registration:*** 003199 ***Bank Number:*** CEO PPU 035

Registration unit
Description: This bank contains the name, address and telephone numbers of political parties and referendum committees; their leaders, chief agents, auditors, officers, agents and members who sign the application for registration of a political party. This information is recorded in a Registry of Political Parties and a Registry of Referendum Committees. ***Class of Individuals:*** The officials of political parties and referendum committees. ***Purpose:*** To comply with the registration requirements of the Canada Elections Act and the Referendum Act. ***Retention and Disposal Standards:*** The information is routinely updated. ***TBS Registration:*** 003416 ***Bank Number:*** CEO PPU 036

Manuals

- A Guide for the Auditor of a Candidate in a Federal Election pursuant to the Canada Elections Act
- Central Poll Supervisor's Manual (General Election, Referendum)
- Deputy Returning Officer's Manual (Advance Poll) (General Election, Referendum)
- Deputy Returning Officer's Manual (Counting Votes Cast by Special Ballot by Electors Within their Electoral District) (General Election, Referendum)
- Deputy Returning Officer's Manual (Mobile Poll) (General Election, Referendum)
- Deputy Returning Officer's Manual (Ordinary Poll) (General Election, Referendum)
- Election Expenses Reference Manual
- Election Handbook for Candidates, their Official Agents and Auditors
- Enquiries Manual
- Financial Administration Act
- Guidelines Respecting Election Expenses of Registered Political Parties
- Handbook for Referendum Committees
- Implementation Manual (Privacy Coordinator)
- Information Officer's Manual (General Election, Referendum)
- Inmate Voting – Instructions to Deputy Returning Officers – Referendum
- Inmate Voting – Instructions to Liaison Officers – Referendum
- Instructions to Deputy Returning Officers – Voting of Incarcerated Electors (General Election)
- Instructions to Liaison Officers – Voting of Incarcerated Electors (General Election)
- Media Guide (General Election)
- Policies and Procedures Manual
- Public Accounts Instruction Manual
- Receiver General Directives
- Registration Officer's Manual
- Returning Officer's Manual (General Election, Referendum)
- Revising Agent's Manual
- Special Voting Rules for Canadians Outside Canada (Handbook for Enquiries)
- Treasury Board Manual

Additional Information

Headquarters

The Privacy Coordinator
Office of the Chief Electoral Officer
257 Slater Street
9th floor, Jackson Building
Ottawa, Ontario
K1A 0M6

Tel.: (613) 990-5596
Fax.: (613) 993-5880
General enquiries: 1-800-INFO-VOTE (1-800-463-6868)
Email: eleccan@magi.com
Internet: http://elections.ca

Reading Room

257 Slater Street
9th floor, Jackson Building
Ottawa, Ontario
K1A 0M6

Office of the Commissioner of Official Languages
Chapter 100

Note: This institution is not subject to the Access To Information Act.

General Information

Background
The terms of reference of the Commissioner of Official Languages (COL) are set out in the Official Languages Act. This legislation came into effect in September 1988. The terms of reference consist in ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of federal institutions and in promoting English and French in Canadian society.

Responsibilities
The Commissioner fulfils his or her duties in three ways: he/she investigates complaints regarding matters governed by the Official Languages Act and Regulations as well as by policies issued to this end; he/she carries out studies, research, analyses and audits with respect to the equality of status and equal rights and privileges of the official languages; and, lastly, he/she encourages application of the Act and Regulations by providing information and advice, and by working with the public, Parliament and the federal organizations. The Commissioner's mandate encompasses the entire federal apparatus: departments, agencies, Crown corporations, as well as some private institutions whose enabling legislation specifies that they are subject to the Official Languages Act.

Legislation
- Official Languages (Communications with and Services to the Public) Regulations
- Official Languages Act

Organization
The Office of the Commissioner of Official Languages has a single program with one activity. The Program is administered by five branches: Policy, Investigations, Regional Operations and Communications, Corporate Services and Legal Services. The Commissioner reports to Parliament, and the Prime Minister is the Minister responsible for all of the Office's financial activities.

Information Holdings

Personal Information Banks

Applications for Employment
Description: This bank contains information on individuals who have submitted an unsolicited application for employment to the Office of the Commissioner of Official Languages. This bank may also contain applications for employment, curriculum vitae, reference letters and acknowledgements. ***Class of Individuals:*** Individuals interested in securing employment with the Office. ***Purpose:*** These records are consulted when employment vacancies arise. ***Retention and Disposal Standards:*** These records are kept for two years and then destroyed. ***TBS Registration:*** 003791 ***Bank Number:*** COL PPU 030

Documentation Requests by Members of Parliament
Description: This bank contains information on members of Parliament and their assistants to whom information produced by the Office of the Commissioner of Official Languages is distributed. The information filed comprises: name, address, telephone number and official language preference of the member of Parliament, and an indication of the information requested and delivered. ***Class of Individuals:*** Members of Parliament and/or their assistants. ***Purpose:*** For distribution, analytical and statistical purposes. ***Consistent Uses:*** This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose. ***Retention and Disposal Standards:*** Records are retained for a period of five years. ***TBS Registration:*** 003450 ***Bank Number:*** COL PPU 016

Investigations
Description: Complaint files and various study working papers document the nature, extent and scope of various types of linguistic study work performed and of complaints investigated. Files are also kept on requests for information regarding official languages. In addition, a computerized database contains essential information on the subject and results of complaints investigations. ***Class of Individuals:*** Individuals who file complaints with the Commissioner of Official Languages and individuals contacted by the Office for audit or study purposes. Also, individuals or groups who have presented a request for information. ***Purpose:*** The information in these files is used to support conclusions drawn, and recommendations made, by the Commissioner of Official Languages in the performance of his or her duties pursuant to the Official Languages Act. Requests for information on official languages issues are kept for

analytical and statistical purposes. ***Consistent Uses:*** In accordance with the requirements of the Official Languages Act, the Commissioner reports annually to Parliament on matters which he or she considers to be of significance arising out of the investigations, studies and audits conducted in the performance of his or her statutory mandate. Every precaution is taken in these circumstances to eliminate personal information from the report involved in order to protect privacy. The study reports are published and are made available to the public, but the information in the complaints investigation files and in the computerized database is confidential in accordance with section 60 of the Official Languages Act. ***Retention and Disposal Standards:*** Files pertaining to complaints, studies and audits are retained for twenty years. Information requests in a given file or set of files are retained for three years. ***PAC Number:*** 78-031 ***TBS Registration:*** 001261 ***Bank Number:*** COL PPU 005

Litigation Files
Description: This bank contains information on legal proceedings of a civil or criminal nature in which the Commissioner of Official Languages of Canada is a party, a mis en cause (forced intervener) or an intervener, including proceedings before provincial and federal courts. It includes pleadings, briefs, appeal files, transcript and statements of evidence, writs, opinions and related correspondence. The greater part of the information contained in the bank is obtained from the relevant court registry files. ***Class of Individuals:*** Persons who have been involved in civil or criminal proceedings involving the Commissioner of Official Languages as a party, a mis en cause or an intervener, including members of the public, a Crown agency or Crown servant. ***Purpose:*** The material in this bank is retained to enable the Legal Services of the Office of the Commissioner to carry out their duties as legal advisors. ***Retention and Disposal Standards:*** Litigation files are retained for twenty years. ***TBS Registration:*** 003790 ***Bank Number:*** COL PPU 025

Office of the Commissioner of Official Languages (OCOL) Information Distribution
Description: Files kept are on individuals and organizations to whom information produced by the Office of the Commissioner is distributed. The information filed comprises: name, address, occupation, telephone and FAX numbers, electronic mail address, and official language preference of the individual or organization, and an indication of the information requested. ***Class of Individuals:*** The files contain the name of individuals who have requested information and of persons in positions of official language significance designated for receipt of information. Subcategories include: federal and provincial political representatives; public servants; official language minorities; media; libraries; educators; and interested citizens. ***Purpose:*** For distribution, analytical and statistical purposes, files are kept on individuals and organizations who receive information produced by the OCOL. ***Consistent Uses:*** This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose. ***Retention and Disposal Standards:*** Fifteen thousand seven hundred names and records are stored electronically on a permanent distribution list which is updated annually. ***PAC Number:*** 86-001 ***TBS Registration:*** 001262 ***Bank Number:*** COL PPU 010

Opinions, observations and representations
Description: This file contains information on individuals who wish to express their opinion or to make observations or representations to the Office of the Commissioner of Official Languages with respect to any matter pertaining to the mandate of this Office that is not a complaint or a request for information. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to answer correspondence received. ***Consistent Uses:*** It is also used for data research purposes in order to reply to subsequent correspondence. ***Retention and Disposal Standards:*** Records are retained for a period of five years. ***TBS Registration:*** 003337 ***Bank Number:*** COL PPU 015

Privacy Act Requests
Description: This bank contains requests for access under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests. ***Class of Individuals:*** Individuals requesting access to certain documents or files of the Office of the Commissioner of Official Languages. ***Purpose:*** This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests. ***Consistent Uses:*** The information is used to process requests and for research and statistical purposes. ***Retention and Disposal Standards:*** Records are retained for a period of five years after last administrative action has been taken, after which records are destroyed. ***TBS Registration:*** 003336 ***Bank Number:*** COL PPU 020

Classes of Personal Information

Policy and Regional Operations
In order to keep abreast of trends, and with a view to ensuring recognition of the status of Canada's official languages in co-operation with individuals and organizations, the Policy Branch and the Regional Operations and Communications Branch keep some information on those organizations and individuals with whom it is necessary for the OCOL to communicate on a regular basis, to obtain or verify information having to do with: minority official language rights; languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point, these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond that which is necessary to identify the person and/or organization. They are located in Ottawa and in the five regional offices - Edmonton, Winnipeg, Toronto, Montreal and Moncton.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Requests for further information about the Office and its program and functions may be directed to:

Office of the Commissioner of Official Languages
3rd Floor
344 Slater Street
Ottawa, Ontario
K1A 0T8

(613) 996-6368

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 101

General Information

Responsibilities

The CSIS Act requires the Inspector General to: monitor the compliance by CSIS with its operational policies; review the operational activities of CSIS, including such reviews as the Security Intelligence Review Committee (SIRC) may direct, and submit to the Solicitor General certificates stating the extent to which the Inspector General is satisfied with each report submitted by the CSIS Director under section 33 of the CSIS Act. The certificates must also indicate whether any act or thing done by CSIS in the course of its operational activities during the period to which a report relates is, in the opinion of the Inspector General, not authorized by or under the CSIS Act, contravenes any directions issued by the Solicitor General, or involves an unreasonable or unnecessary exercise by CSIS of any of its powers.

Legislation

- Canadian Security Intelligence Service Act

Organization

For administrative purposes, the Office of the Inspector General forms part of the Department of the Solicitor General. Under the direction of the Inspector General, the Senior Director Operations is responsible for program management. Staff responsibilities are as follows:

Policy and Standards Staff:
Analyzes legislative and policy provisions or proposals relating to the performance of the Inspector General's statutory functions; develops standards and guidelines for reviewing and monitoring CSIS operational activities; provides advice on issues of law and policy that concern the Inspector General, and assists the Inspector General with the preparation of reports, certificates and other documents.

Operations Staff:
Develops and implements plans for monitoring and reviewing CSIS operational activities; assists the Inspector General in undertaking specific reviews requested by the Solicitor General or SIRC; advises the Inspector General respecting CSIS operational programs, as well as IG project development and reviewing/monitoring techniques; provides special project support.

Information Holdings

Program Records

CSIS Documents
Description: Documentation provided by CSIS relating to its operational activities and policies. This material is returned to CSIS when no longer required by the Inspector General for current reference purposes. ***Topics:*** Miscellaneous subjects directly related to CSIS operations. ***Access:*** By subject. ***Storage Medium:*** Hard copy. ***Program Record Number:*** OIG OPS 010

Policy, Standards and Operations
Description: Planning, descriptive and analytic material relating to the reviewing, monitoring and reporting responsibilities of the Inspector General; information respecting the administration of the Office of the Inspector General, including general correspondence, and final reports and recommendations, including the certificates of the Inspector General. ***Topics:*** Miscellaneous subjects directly related to the Inspector General's statutory and executive functions. ***Access:*** By subject. ***Storage Medium:*** Hard copy. ***Program Record Number:*** OIG OPS 005

Security Information
Description: Information concerning matters of national security required by the Inspector General for general reference purposes. ***Topics:*** Miscellaneous subjects directly related to national security issues, interests and programs. ***Access:*** By originator's title and subject. ***Storage Medium:*** Hard copy. ***Program Record Number:*** OIG OPS 015

Personal Information Banks

Applications for Employment
Description: This bank contains information on individuals who have submitted written applications for employment to the Office of the Inspector General. It contains letters, completed application forms, résumés, letters of reference and, normally, letters from the Office of the Inspector General acknowledging receipt of applications. Records are organized alphabetically, by surname. ***Class of Individuals:*** Individuals who are interested in securing employment with the Office of the Inspector General. ***Purpose:*** These records are used for reference when vacancies arise. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** These records are kept for a minimum of two

years. ***TBS Registration:*** 001900 ***Bank Number:*** OIG PPU 010

Records Access Request Bank
Description: This bank contains requests for information, responses to requests, and information relating to the processing of requests. It contains the name, address, telephone number and social insurance number of the person making the request, as well as other information provided in the request form. Requests are assigned numbers and organized by fiscal year. ***Class of Individuals:*** Individuals who have submitted requests to the Office of the Inspector General. ***Purpose:*** This bank enables the Office of the Inspector General to administer the Access to Information Act and the Privacy Act. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** These records are kept for a minimum of two years. ***TBS Registration:*** 001901 ***Bank Number:*** OIG PPU 015

Classes of Personal Information

The Inspector General does not administer a personal information collection program. However, while carrying out his official duties, he may incidentally accumulate personal information that is not contained in the information banks described in this entry. Such information exists in fragmentary form throughout the files maintained at the Office of the Inspector General. It relates to the performance of the Inspector General's statutory and executive functions. Some of this information, originally collected by CSIS, forms part of CSIS records and pertains to specific CSIS activities that are, from time to time, monitored or reviewed by the Inspector General. Other portions have been generated internally, by other government agencies or by the general public in the form of opinions and enquiries. This information is not intended to be used by the Office of the Inspector General for any administrative purpose affecting individuals. The information may include names, addresses or professions, and is normally retrievable only if specific subjects, events or dates are provided.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information respecting the Office of the Inspector General may be directed to:

The Office of the Inspector General of the Canadian Security Intelligence Service
Department of the Solicitor General
Sir Wilfrid Laurier Building
8th Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8

(613) 990-2907

Reading Room

The reading room of the Department of the Solicitor General has been designated as the reading room for the Office of the Inspector General of CSIS. The address is:

Sir Wilfrid Laurier Building
1st Floor
340 Laurier Avenue West
Ottawa, Ontario

Office of the Superintendent of Financial Institutions Canada

Chapter 102

General Information

Background

The Office of the Superintendent of Financial Institutions (OSFI) was formally established by the Office of the Superintendent of Financial Institutions Act, 1987. OSFI is divided into a Specialist Support Sector, a Supervision Sector, a Regulation Sector, a Corporate Services Sector, and the Office of the Chief Actuary.

Responsibilities

OSFI is responsible for the supervision of federally registered financial institutions including banks, insurance, trust and loan companies; and fraternal benefit and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the Pension Benefits Standards Act, 1985. The purpose of supervision is to protect policyholders, depositors and pension plan members from undue loss and to promote public confidence in the financial system.

OSFI is also responsible for providing actuarial advice to other departments of the federal government and performs extensive actuarial services in the valuation of government pension and insurance programs.

Legislation

- A Bank Act
- A Co-operative Credit Associations Act
- A Insurance Companies Act
- A Office of the Superintendent of Financial Institutions Act
- A Pension Benefits Standards Act, 1985
- A Trust and Loan Companies Act
- A Civil Service Insurance Act: The administration of this act has been transferred to Human Resources Development Canada, Civil Service Insurance Division, Bathurst , New Brunswick.
- A Part I, Excise Tax Act: The administration of certain premium taxes pursuant to this act has been transferred to Revenue Canada, Policy and Legislation, Excise Duties and Taxes Directorate, Ottawa.

Organization

CORPORATE SERVICES SECTOR

This sector is divided into five divisions: Human Resources Management, Professional Development and Training, Finance and Corporate Planning, Information Technology, and the Administrative Services.

SUPERVISION SECTOR

This sector centralizes supervisory work for all federally regulated financial institutions and pensions plans. There are four groups that perform these tasks: Pension Plans and Financial Institutions Group, Conglomerate Insurance Group, Financial Institutions Group, and Deposit-Taking Institutions Conglomerate Group. Each of these groups is subdivided into a number of areas of responsibility.

♦ Pension Plans and Financial Institutions Group

This group supervises federally regulated private pension plans to determine whether they are in sound financial condition and comply with the provisions of the legislation and OSFI's policies and guidelines. They rely on plan administrators for good governance and prudent management and inform plan administrators of situations that require attention and ensure that appropriate corrective actions are taken. This group also supervises financial institutions through OSFI offices in Montreal and Vancouver.

This group is divided into five divisions: Pension Plans Division, Foreign Insurance Branch Division, Foreign Bank Branch Supervision Division, Financial Institutions Division (Vancouver), and Financial Institutions Division (Montreal).

♦ Conglomerate Insurance Group

This group supervises federally regulated conglomerate life insurance companies, including all the federally regulated entities in each conglomerate. In particular, this group is responsible for:

- the overall adequacy and appropriateness and effectiveness of supervision, including examination and monitoring of the financial condition of regulated entities;

- the overall appropriateness, adequacy and effectiveness of advice and recommendations for corrective action provided to regulated financial institutions, consistent with OSFI's early intervention mandate.

This group is divided into two divisions which focus on life insurance companies and their federally regulated subsidiaries.

♦ Financial Institutions Group

This group provides management and supervises insurance companies to ensure they operate within OSFI's regulatory framework, to protect policyholders from undue loss, and to promote public confidence in the Canadian financial system.

This group is divided into five divisions. Two divisions focus on deposit taking institutions (Schedule II Banks and trust and loan companies). Three divisions supervise companies in the insurance industry.

♦ Deposit-Taking Institutions Cluster Conglomerate Group

This group is divided into two divisions and supervises federally regulated conglomerate deposit taking institutions, including all the federally regulated entities in each conglomerate. In particular, this group is responsible for:

- the overall adequacy and appropriateness and effectiveness of supervision, including examination and monitoring of the financial condition of regulated entities;
- the overall appropriateness, adequacy and effectiveness of advice and recommendations for corrective action provided to regulated financial institutions, consistent with OSFI's early intervention mandate; and
- providing direction to regional offices on the supervision of "near conglomerates" to ensure consistency in their supervisory approach.

REGULATION SECTOR

This sector is divided into five divisions, which develop policies, issue guidelines and work on rulings that set precedents, draft technical aspects of financial sector legislation, and provide legal support to OSFI. The Sector also represents OSFI on various international groups, including the Basle Committee on Bank Supervision and develops and implements communication strategies.

♦ Registration and Approvals Division

This division considers the current financial strength and the potential future financial position of each institution when assessing and making recommendations for approvals.

♦ Legislation and Precedents Division

This division contributes to the development of legislation and regulations that maintain or strengthen public confidence while allowing an appropriate competitive market to develop.

♦ Legal Services Division

The division provides or obtains all legal advice and legal services required by OSFI, including legal advice on interpretation of statutes, regulations, and other legal instruments and the preparation of draft legislation and regulations, contracts and legal documents. It also provides advice on policy development and support to litigators acting on behalf of OSFI. The division also manages access to information and privacy legislation as it applies to OSFI.

♦ International Liaison Division

This division develops and sustains relationships with other international and domestic regulatory bodies, and contributes to the development and implementation of sound international supervisory standards and practices. The Division also helps supervisors from other countries understand and implement OSFI's methodologies and practices.

♦ Communications and Public Affairs Division

This division develops communication strategies that supports OSFI's strategic objectives.

SPECIALIST SUPPORT SECTOR

This sector provides technical and specialized support to the Supervision and Regulation Sectors and undertakes specific initiatives relevant to their areas of speciality.

♦ Financial Analysis and Database Management Division

This division conducts financial analysis and research related to the performance of federally regulated institutions and the rules that affect them contributes to the development of effective analytical skills throughout OSFI, develops and maintains financial reporting database applications, and manages the collection, validation, and distribution of financial regulatory information.

♦ Capital Division

This division develops capital standards for domestic financial institutions, contributes to the development of sound international capital standards, approves capital precedents, provides specialist support on capital issues to the supervisory and regulation functions, and promote understanding of capital issues by OSFI staff.

♦ Actuarial Division

This division ensures that appropriate actuarial knowledge, advice, and standards are applied to OSFI's regulatory and supervisory functions so that policyholders are safeguarded from undue loss and public confidence in the financial services system is enhanced.

♦ Capital Markets Division

This division supports OSFI's supervisory objectives regarding the measurement and management of trading and structural market risks within financial institutions.

♦ Compliance Division

This division evaluates the effectiveness of the compliance function in financial institutions supervised by OSFI with due regard for emerging risks.

♦ Accounting Division

This division ensures that OSFI meets its legislative mandate set out in the provisions of the five federal financial Acts authorizing the Superintendent to specify accounting and auditing standards and guidance that

must be complied with by federally regulated financial institutions in the preparation of their accounting records and financial statement, and, external auditors in the audit of the financial statements issued to shareholders, policyholders, regulators and the public.

♦ Credit Risk Management Division

This division provides credit risk management expertise in support of OSFI's regulatory and supervisory functions.

♦ Financial Services Technology Specialist Division

This is a new division and its mandate is under development.

OFFICE OF THE CHIEF ACTUARY

The Chief Actuary and his staff provide a range of actuarial services and advice to the Government of Canada in respect of public insurance and pension programs and, in accordance with the Public Pensions Reporting Act and the Canada Pension Plan, and prepare statutory actuarial reports on these programs for tabling in the House of Commons.

Information Holdings

Program Records

Actuarial Services Provided to Other Departments - Government Insurance and Pension Plans
Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. ***Topics:*** Public Service Superannuation Act; Public Service Superannuation Death Benefit; reciprocal transfer agreements; Supplementary Retirement Benefits Act; Canadian Forces Superannuation Act; regular forces death benefit; RCMP Superannuation Act; RCMP (dependants) pension fund; Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Halifax relief pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. ***Access:*** Files arranged by plan.. ***Storage Medium:*** Paper and EDP systems. ***Program Record Number:*** SFI IAP 015

Corporate Policy
Description: Records related to the development of legislative and regulatory policy; correspondence with other departments other jurisdictions, industry associations and professional bodies; industry-wide financial analysis and research, supervisory methodology and professional development; communications and public affairs including ministerial correspondence. ***Topics:*** Acts listed under "Legislation"; accounting and other industry-wide studies; reciprocity with, and supervisory practices of, other jurisdictions; international financial and monetary systems; nation risks and exposures. ***Access:*** Files arranged by Act name jurisdiction, industry association or subject matter. ***Storage Medium:*** Paper and EDP systems. ***Program Record Number:*** SFI RPP 001

Financial Institutions - Deposit-Taking Institutions
Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. ***Topics:*** Chartered banks; trust companies; loan companies; co-operative credit societies. ***Access:*** Files arranged by financial institution name.. ***Storage Medium:*** Paper and EDP systems. ***Program Record Number:*** SFI DTI 005

Financial Institutions - Insurance and Pensions
Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. ***Topics:*** Insurance companies and fraternal benefit societies. ***Access:*** Files arranged by financial institution name. ***Storage Medium:*** Paper and EDP systems. ***Program Record Number:*** SFI IAP 007

Pension Plans Subject to Pension Benefits Standards Act, 1985
Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software. ***Topics:*** Private pension plans subject to Pension Benefits Standards Act, 1985. ***Access:*** Files arranged by employer name. ***Storage Medium:*** Paper and EDP systems. ***Program Record Number:*** SFI IAP 010

Personal Information Banks

Applications for Employment
Description: This bank serves to maintain an inventory of applications from individuals requesting employment with OSFI. The files include completed application forms, letters and curricula vitae of persons seeking employment with OSFI. ***Class of Individuals:*** Individuals seeking employment with OSFI. ***Purpose:*** The bank is used to review applications of individuals requesting employment with OSFI when positions become available. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***PAC Number:*** 68-034 ***TBS Registration:*** 001685 ***Bank Number:*** SFI PPU 010

Classes of Personal Information

Practically all records held by OSFI consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by OSFI in the course of conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new financial institution that would be supervised by OSFI, or information about a policy holder or depositor with a complaint against a supervised financial institution. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the financial institution, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Requests for further information about OSFI and its various programs and functions may be directed to:

Manager, Access to Information
Office of the Superintendent of Financial Institutions15th Floor,
255 Albert Street
Ottawa, Ontario
K1A 0H2

Telephone:(613) 990-8031
Facsimile:(613) 952-5031

Internet Site:http://www.osfi-bsif.gc.ca

E-mail:extcomm@osfi-bsif.gc.ca

Reading Room

In accordance with the Access to Information Act, OSFI library has been designated as a public reading room. It is located at:

255 Albert Street,
14th Floor,
Ottawa, Ontario.

Pacific Pilotage Authority Canada
Chapter 103

General Information

Background
As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor in Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority was incorporated pursuant to the Pilotage Act on February, 1972 as a Crown corporation under Schedule III, Part I of the Financial Administration Act.

The Pacific Pilotage Authority is in general governed by the following: Canada Shipping Act; Pilotage Act; General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Responsibilities
The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, British Columbia. All management services – administrative, personnel, financial, contracts, purchasing, etc. – are provided by the Vancouver office.

Legislation
- Authority By-Laws
- Canada Shipping Act, RSC, 1985, c. S-9
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Pilotage Act, RSC, 1985, c. P-14

Organization
♦ Administration Branch
This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

♦ Operations Branch
This Branch provides pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Information Holdings

Program Records
Pilotage Services
Description: Information on the provision of pilotage services within the Pacific Region. ***Topics:*** Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; collective agreements; international shipping affairs. ***Program Record Number:*** PPA OPE 005

Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also on the conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings. ***Program Record Number:*** PPA OPE 010

Personal Information Banks
Accounts Payable Files
Description: This bank contains a record of payments with financial details and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Information from the previous year is on microfilm. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied. ***Class of Individuals:*** This information relates to general firms or individual suppliers of received services and goods. ***Purpose:*** The information was obtained for reference and payment purposes. ***Consistent Uses:*** The uses are for payment records of goods and services received. ***Retention and Disposal Standards:*** Records are retained for three

years. ***TBS Registration:*** 004145 ***Bank Number:*** PPA PPU 020

Accounts Receivable Files
Description: This bank contains records of invoicing and payments received; details on outstanding accounts; accounts receivable statements and aged receivable listings. Access to this bank can be obtained through name, address, date, number and details of invoice. ***Class of Individuals:*** This information relates to general agents and ship owners using the pilotage services. ***Purpose:*** The information was obtained for reference on monies received and outstanding accounts. ***Consistent Uses:*** Consistent uses are for receivable records on services provided to the shipping industry. ***Retention and Disposal Standards:*** Records are retained for three years. ***TBS Registration:*** 004144 ***Bank Number:*** PPA PPU 015

Application for Employment File
Description: This bank contains a hard copy file of resumes of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Access to this file requires name, address and date of application. ***Class of Individuals:*** This information relates to prospective qualified applicants for employment. ***Purpose:*** The information was obtained to record names of qualified applicants to fill open positions as the need arises. ***Consistent Uses:*** Consistent uses are for copies of applications for employment. ***Retention and Disposal Standards:*** Records are retained for one year. ***TBS Registration:*** 004146 ***Bank Number:*** PPA PPU 025

Register of Pilots
Description: This bank contains an alphabetical list of marine pilots and relevant documentation of physical characteristics, licences and certificates. Individuals have access to their own files in this bank by providing name and pilot number. ***Class of Individuals:*** This information relates to approximately 120 professional marine pilots who contact their services to the Authority through The British Columbia Coast Pilots Ltd. ***Purpose:*** It was obtained as required under the Pilotage Act. ***Consistent Uses:*** It provides a general record of each licensed pilot, including name, age, medical record, physical characteristics, licences, certificates and qualifications. ***Retention and Disposal Standards:*** Records are retained for twenty years. ***TBS Registration:*** 004147 ***Bank Number:*** PPA PPU 030

Service Contracts
Description: These files maintain information on awarded contracts; listing of suppliers providing specific services; documentation leading towards contracts and signed contracts between the Authority and successful suppliers. They can be accessed by providing contract number and description of service. ***Class of Individuals:*** The information relates to general suppliers of contracted services. ***Purpose:*** The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for operational requirements. ***Consistent Uses:*** Consistent uses are the procurement or purchase of supplies and services. ***Retention and Disposal Standards:*** Records are retained for five years. ***TBS Registration:*** 004143 ***Bank Number:*** PPA PPU 005

Manuals

- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Pacific Pilotage Authority
Suite 300
1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9

Telephone: (604) 666-6771
Facsimile: (604) 666-1647
E-mail: admins@ppa.gc.ca

Reading Room

A room at the Authority has been designated under the Access to Information Act as a public reading room. The address is:

Suite 300
1199 West Hastings Street
Vancouver, British Columbia

Patented Medicine Prices Review Board

Chapter 104

General Information

Background

The Patented Medicine Prices Review Board is an independent quasi-judicial body created as a result of revisions to the Patent Act (Bill C-22) and came into force on December 7, 1987. Subsequent revisions to the Patent Act in 1993 (Bill C-91) shifted ministerial responsibility to the Minister of Health and increased the Board remedial powers.

Responsibilities

The Patented Medicine Prices Review Board was given a mandate to carry out two functions:

Regulatory: To protect consumer interests by regulating the maximum prices charged by manufacturers for patented medicines to ensure that they are not excessive. The PMPRB's mandate extends to all patented drugs, prescription and non-prescription medicines sold in Canada for human and veterinary use.

Reporting: To monitor and report annually to Parliament through the Minister of Health, on its price review activities, the price trends of all medicines in Canada and on the ratio of research and development in the patented pharmaceutical industry in Canada.

Legislation

- Patent Act
- Patented Medicines Regulations, 1994

Organization

The Patent Act provides that the Board is to consist of no more than five members, appointed, on a part-time basis, by the Governor in Council, including a Chairperson and Vice-Chairperson. The Board's Chairperson is designated under the legislation as the Chief Executive Officer of the Board and is granted authority and responsibility to supervise and direct the work of the Board, including the management of its internal affairs and the work of its staff.

The Executive Director manages the work of the staff. Senior staff consists of the Director of Compliance and Enforcement, the Director of Policy and Economic Analysis, the Director of Corporate Services, the Secretary of the Board and Senior Counsel.

The Staff provides an information and education program, data collection, storage and dissemination, economic and scientific analysis, case preparation and related services for the registry and administrative assistance to the Board. It also provides for hearings prior to the making of remedial orders by the Board.

Compliance and Enforcement Branch

The Board's patented medicine price review activities are central to the fulfilment of its Program objective which is to ensure that prices charged by manufacturers for patented medicines are not excessive. The price and Research and Development (R&D) information gathered by the Branch forms the basis of at the Board's Annual Report to Parliament. The Branch is responsible for the implementation of the Board's Voluntary Compliance Policy. That policy includes ongoing review and analysis of prices of all patented medicines sold in Canada through periodic patentee submissions required under the Patented Medicines Regulations,1994, specific Board directions and other sources of price information; and analysis of complaints respecting patented medicine prices. The Branch manages the application of the staged compliance process in cases where the prices are outside the Guidelines.

The Branch also provides and manages services related to the provision of scientific information and advice to support the review of new medicines, provides advice on pharmaceutical and therapeutic matters to support the development of Board policy and procedures.

The Compliance and Enforcement Branch also oversees the analysis of R&D expenditures by pharmaceutical patentees.

Policy and Economic Analysis

Is responsible for policy analysis and development, consultation, economic research and studies of the Board. The Branch maintains the effective working relationships with other departments, provinces and territories and international agencies involved in regulating medicine prices and collecting data on medicines prices and research and development in the area of pharmaceuticals.

Provides economic expertise and conducts research studies to support the Board's mandate to report on patentees' price and R&D performance. It participates in the elaboration of the Annual Report to Parliament on price trends in the pharmaceutical industry.

Corporate Management and Services

This group consists of three branches – Corporate Services, Secretariat and Legal Services.

The Corporate Services branch is responsible for the management of the Information Systems; the delivery and application of government-wide programs and policies in the area of finance, administration, personnel, security, official languages and internal audit; and, is charged with

the development and evaluation of strategic activities within the Board.

The Secretariat is responsible for managing a wide range of communications and information services, legal registry and support services to the Board. The Secretariat is also responsible for Access to Information.

Legal Services provide legal advice to the Board on its operations and legislation.

Information Holdings

Program Records

Compliance and enforcement
Description: Submission by pharmaceutical patentees under the Patented Medicines Regulations indicating prices and sales of patented medicines as well as Research and Development expenditures; information related to economic and pharmacologic analysis of new and existing patented medicines. These analysis are designed to ensure that patented medicines are not sold at excessive prices. ***Topics:*** economic and pharmacologic information. ***Access:*** Files arranged by company. ***Storage Medium:*** Information maintained by topic or drug product, within company files; in addition, all data is on a computerized database. ***Program Record Number:*** PMP ADM 005.

Policy and Economic Analysis
Information related to policy development activities and economic analysis. ***Topics:*** policy and economic analyses. ***Access:*** Files arranged by subject. ***Storage Medium:*** Information maintained in files (paper) and in computerized system. ***Program Record Number:*** PMP ADM 010.

Secretariat/Communications
Description: Information related to the administration and management of the Board's hearing process and its communications functions, including publishing and public relations. ***Topics:*** Public Records (Registrar), communications, publications. ***Access:*** Files arranged by subject. ***Storage Medium:*** Information maintained in files and in computerized system. ***Program Record Number:*** PMP ADM 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administrative and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Classes of Personal Information

General Correspondence and Enquiries
Information in this class relates to routine correspondence concerning the monitoring and reporting activities of the Board. The personal information contained in this class normally includes the name and address of the enquirer. This form of personal information is retrievable by the Records Manager only; it is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence
This class of information contains correspondence received by Health Canada from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to PMPRB activities. This form of information is retrievable by the Records Manager only. It is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Exclusion of Records
Under the Access to Information Act, section 24, and under the Patent Act, section 87, referred to as privileged information.

Manuals

- Compendium of Guidelines, Policies and Procedures
- Patentees' Guide to Reporting
- Records Management

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the PMPRB to:

Secretary of the Board
Patented Medicine Prices Review Board
Standard Life Centre
333 Laurier Avenue West
Suite 1400
Ottawa, Ontario
K1P 1C1

Toll-free number: 1-877-860-2350
Telephone: (613) 954-8299
General number: (613) 952-7360
Publications number: (613) 952-7360
Facsimile: (613) 952-7626
E-mail: pmprb@pmprb-cepmb.gc.ca
sdupont@pmprb-cepmb.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

333 Laurier Avenue West
Suite 1400
Ottawa, Ontario

Pension Appeals Board
Chapter 105

General Information

Background
The Pension Appeals Board is a tribunal which was constituted by the Parliament of Canada, pursuant to an agreement with the government of Quebec.

Responsibilities
The Tribunal is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue (Tax Court of Canada has acquired jurisdiction with respect to appeals instituted on or after January 1, 1991) and the Minister of Human Resources Development (formerly the Minister of Employment and Immigration) under the Canada Pension Plan, and from decisions of the Minister of Revenue of Quebec (The Court of Quebec has acquired jurisdiction with respect to appeals under the Quebec Pension Plan as of October 25, 1991) and, in some circumstances, from decisions of La Commission des affaires sociales under the Quebec Pension Plan.

Most of the decisions of the Board, with respect to the Canada Pension Plan or the Quebec Pension Plan, are available to the public from the Commerce Clearing House (CCH) Canadian Employment Benefits and Pension Guide Reports, from 1993 (pages 5951 and following); in Transfer Binder, 1968 to 1985 (pp. 5953-6714); and in Transfer Binder, 1986 to 1992 (pp. 5953-6237).

Legislation
- Canada Pension Plan, R.S.C., c. C-8
- Quebec Pension Plan, R.S.Q., c. R-9

Organization
The Pension Appeals Board is made up of judges and former judges from across the country who are appointed by Order-in- Council on the recommendation of the Minister of Justice and the Minister of Human Resources Development (formerly the Minister of Employment and Immigration). They assume these duties in addition to their judicial responsibilities, and are not considered employees of the Pension Appeals Board. An administrative office is located in Ottawa.

Information Holdings

Program Records

Appeals
Description: Information on proceedings before the Pension Appeals Board. ***Topics:*** A completed file normally contains the notice of appeal; the reply to the notice of appeal; notice of intervention, if applicable; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal. ***Program Record Number:*** PAB PAB 005

Personal Information Banks

Appeals
Description: A completed file normally contains a copy of the documents submitted at the Review Tribunal, an application for leave to appeal and notice of appeal, the reply to the notice of appeal, the notice of intervention (if applicable), copies of correspondence and documents submitted by the parties involved in the appeal and copies of decisions related to the appeal. ***Class of Individuals:*** The parties involved ***Purpose:*** To record the proceedings before the Pension Appeals Board. ***Retention and Disposal Standards:*** The dormant files are retained at the Pension Appeals Board for a period of 2 years and then sent to the National Archives. ***TBS Registration:*** 003697 ***Bank Number:*** PAB PPU 005

Manuals
- Rules of Procedure, (CPP section 28)
- Rules of Procedure, (CPP section 83)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the Pension Appeals Board to:

Pension Appeals Board
P.O. Box 8567
Station "T"
Ottawa, Ontario
K1G 3H9

(613) 995-0612
Toll-free: 1-888-640-8001

Reading Room

Report of Decisions

Most decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) in Canadian Employment Benefits and Pension Guide Reports, from 1993 (pages 5951 and following); in Transfer Binder, 1968 to 1985 (pp. 5953-6714); and in Transfer Binder, 1986 to 1992 (pp. 5953-6237). Both these documents and the decisions of the Board are held by the particular department involved to which any enquiries should be directed.

Port Alberni Port Authority
Chapter 106

The Port Alberni Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

Prince Rupert Port Authority
Chapter 107

The Prince Rupert Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

Privy Council Office
Chapter 108

General Information

Background
The Privy Council Office came into being under the Constitution Act of 1867. From 1940 on, it has also provided the secretarial functions for the Cabinet.

The Federal-Provincial Relations Office (FPRO), formerly established as a federal department on January 1, 1975, has been re-integrated with the Privy Council Office effective June 25, 1993.

Responsibilities
The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions. The overall responsibilities of the Office include: the coordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairpersons of committees; liaison with departments and agencies of government on Cabinet matters; undertaking special studies on matters of current public policy concern as required (this includes participation in interdepartmental committees of officials through the provision of chairpersons, members or secretaries and the preparation of papers for, and on behalf of, such committees). In addition, the Office provides support and advice to the Prime Minister on prime ministerial prerogatives, assumes responsibilities for the organization of the Government of Canada, provides advice to the Prime Minister on national security and intelligence matters, undertakes the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, prepares draft orders, and assumes duties related to regulations made under the Statutory Instruments Act including the examination, revision, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Also, in addition to the other responsibilities outlined above, the Privy Council Office now provides advice, assistance and information to the Prime Minister and to the Minister of Intergovernmental Affairs concerning federal-provincial relations. The Office also coordinates the policy framework for federal-provincial-aboriginal relations and supports the Interlocutor for Métis and Non-Status Indians.

Legislation
- Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council, S.C. 1974-75-76, c. 16
- Order-in-Council (P.C. 1940-1121, March 25, 1940)

Organization
For the purpose of the Financial Administration Act, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service. The Privy Council Office is separated into the following main areas: Plans and Consultation; Machinery of Government and Senior Personnel; Operations; Security and Intelligence and Counsel; and, Corporate Services.

Information Holdings

Program Records

Aboriginal People
Description: Information relating to Canada's Indian people including education and training, social assistance, Indian reserves, Indian lands and economic and constitutional development; Tripartite Self-Government Negotiations. ***Topics:*** Aboriginal People; Aboriginal Constitutional Affairs; Comprehensive Land Claims; Métis; Economic and Native Housing Programs; Requests for Assistance and Funding and Self-Government. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO FPR 150

Access to Information and Personal Information Requests
Description: Information concerning requests made under the Access to Information Act to access records of the Privy Council Office, the replies to such requests and information related to their processing. Information is used to process requests and for research and statistical purposes. ***Program Record Number:*** PCO ADM 080

Agriculture
Description: Information relating to federal policies, programs and regulations concerning agriculture and food including agricultural research, human and animal protection, farm income support, market development and agricultural development. ***Topics:*** Agriculture; Dairy and Grain Products; Farms; Food and Livestock. ***Access:***

Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 200

Arts and Culture

Description: Information relating to the promotion and fostering of Arts and Culture in Canada including programs designed to meet the needs of Canadian artistic and cultural organizations, copyright protection and museum programs. ***Topics:*** Arts and Culture; Copyrights; Cultural Events, Programs and Associations; Federal-Provincial Conferences and Meetings; History and Heritage; Task Forces. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 240

Canadian Sovereignty

Description: Information relating to Canadian sovereignty including the evolution and promotion of Canadian nationalism and the concept of a "Canadian identity" and to Canada's claims to sovereignty over the arctic waters and the Northwest Passage. ***Topics:*** Canadian Sovereignty and Territorial Sovereignty. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 315

Communications

Description: Information relating to Communications and Telecommunications including radio, television, cable television, pay television and specialty services, telecommunications facilities and services and the overall planning and coordination of government communications. ***Topics:*** Communications; Broadcasting; Canadian Radio-Television and Telecommunications Commission (CRTC); Co-ordination of Government Communications; Petitions to Governor-in-Council for CRTC Decisions; Telecommunications. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO PLS 045

Constitution

Description: Information relating to the Canadian Constitution including the patriation and revision of the Constitution, the Constitution Acts, constitutional law and the Meech Lake Accord. ***Topics:*** Constitution; Canadian Charter of Rights and Freedoms; Meech Lake Constitutional Accord; Second Round of Constitutional Discussion. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO FPR 155

Consumers and Business

Description: Information relating to the interests of consumers and business including consumer aid and protection, patents and trademarks, bankruptcy and the metric system. ***Topics:*** Consumers and Business; Federal Business Development Bank (FBDB); Metric System; Patents and Trademarks. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 230

Crown and Royalty

Description: Information relating to the rights and privileges of the Crown and its representatives including the Members of the Royal Family, the Governor General, Lieutenant-Governors and Royal Visits. ***Topics:*** Crown and Royalty; Governor General; Lieutenant-Governors; Royal Visits. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 285

Defence

Description: Information relating to the Canadian Armed Forces and all matters concerning national defence and civil defence including the land, sea and air elements of the armed forces, arms control and disarmament, Canada's international defence relations and search and rescue operations. ***Topics:*** Defence; Arms Control and Disarmament; Canada Defence Relations; Canadian Armed Forces; Canadian Defence Policy; Emergency Planning and Preparedness; Expenditures; North Atlantic Treaty Organization (NATO); Peace Initiatives; Search and Rescue; Strategic Defence Initiative (SDI). ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 320

Education

Description: Information relating to the development and implementation of strategies to improve education in Canada including Canadian literacy, youth and student loan programs, and fiscal transfers from the federal government to the provinces. ***Topics:*** Education; Universities, Colleges and Institutes. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 270

Employment

Description: Information relating to employment and unemployment in Canada including employment equity, job creation, the Labour market, training, unemployment insurance and employment programs for youth and students. ***Topics:*** Employment; Employment Equity; Job Creation; Labour Market; Training and Retraining; Unemployment Insurance; Youth and Students. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 275

Energy, Mines and Resources

Description: Information relating to discovery, development and intelligent use of Canada's mineral and energy resources including research and development, energy conservation, electric power, nuclear power, oil and gas, renewable and non-renewable energy and mineral resources. ***Topics:*** Energy, Mines and Resources; Electric Power Energy; Nuclear Energy; Oil and Gas; Forestry; Minerals and Metals. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 205

Environment
Description: Information relating to the Canadian Environment including the management and protection of migratory birds; the provision of information on weather, climate, ice and sea conditions and air quality. It also includes the protection and enhancement of the quality of the natural environment (water, soil and air); and the conservation of renewable water, land and wildlife resources. ***Topics:*** Environment; Acid Rain; National Parks; Water Exports; Wildlife. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 280

Finance and Economics
Description: Information relating to economic and financial affairs including the federal budget, financial institutions, economic summits; monetary policy; regional economic development and taxation. ***Topics:*** Finance and Economics; Budget; Financial Administration Act (FAA); Financial Institutions; International Economic Summits; Monetary Policy; National Economic Summit (1985); Organization for Economic Cooperation and Development (OECD); Policy and Expenditure Management System (PEMS); Public Accounts; Public Expenditures; Industrial and Regional Development; Taxation. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 235

Fisheries and Oceans
Description: Information relating to seacoast and inland fishing including fishing standards, fish and seafood inspection, marine research and freshwater research. ***Topics:*** Fisheries and Oceans; Federal-Provincial Relations; Fish and Seafood Inspection. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 210

Fitness and Sport
Description: Information relating to the fitness of Canadians and their participation and excellence in sport including national and international amateur sport, amateur sport funding and fitness funding. ***Topics:*** Fitness and Sport; Calgary Winter Olympic Games (1988). ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 265

Foreign Relations
Description: Information relating to Canada's foreign policy including relations between Canada and other countries, representation of Canada in foreign countries and at international conferences, and Canadian aid and assistance to other countries. ***Topics:*** Foreign Relations; Africa; Commonwealth; Countries; Development and Debt Assistance; La Francophonie; United Nations. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 325

Government
Description: Information relating to the Government of Canada including the organization of the government, the organization and methods of the departments and agencies of the federal government, Cabinet and its Cabinet Committees. ***Topics:*** Government, Access to Information and Privacy Legislation; Cabinet; Change of Government; Conflict of Interest and Post-Employment Code; Departments, Agencies and Crown Corporations; Deputy Ministers; Elections; Machinery of Government; Government Contracting, Advertising Major Surveys and Public Opinion Research; Petitions to the Governor in Council; Prime Minister; Priorities and Planning; Queen's Privy Council for Canada; Regulatory Process. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 305

Health, Welfare and Social Services
Description: Information relating to the promotion and preservation of health, social security and social welfare of Canadians including health protection, health information and education, health research and development, income security, social services and social development and policy. ***Topics:*** Health, Welfare and Social Services; Abortion; Child Care; Disabled and Handicapped Persons; Disease and Disease Control; Drug and Alcohol Abuse; Environmental Quality and Health Hazards; Federal-Provincial Meetings and Conferences; Housing; Medicare and Health Care Services and Programs; Pensions and Income Security; Services and Programs for the Elderly; Social Development and Social Policy; Voluntary Organizations; Women's Issues. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 260

Honours, Awards and Memorials
Description: Information relating to the conferment of honours and awards for the achievement of excellence in any field of endeavour, the acceptance and wearing by Canadians of foreign orders, and the dedication of memorials in honour of great achievements. ***Topics:*** Honours, Awards and Memorials, Commonwealth and Foreign Orders; Memorials and Monuments. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 290

Immigration
Description: Information relating to the provision of immigration services including legal entry of visitors to Canada, applications for visas, refugees, deportation and the granting of citizenship to immigrants. ***Topics:*** Immigration; Applications; Citizenship; Refugees. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 255

Justice
Description: Information relating to the Canadian justice system including the legal affairs of the federal government; the administration of federal laws, bills and regulations; civil and criminal law; legal aid and human

rights legislation. ***Topics:*** Justice; Capital Punishment; Correctional Services and Penal Institutions; Court Cases; Crimes Against Children; Criminal Justice Meetings; Criminal Law; Divorce; Firearms; Extraterritoriality; Human Rights; Judiciary; Juvenile Justice; Legal Aid; Pornography and Prostitution; War Criminals. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO PLS 035

Labour

Description: Information relating to industrial relations, standards for wages, conditions of employment, and occupational safety and health including arbitration, mediation and labour laws, working conditions and work benefits. ***Topics:*** Labour; Collective Bargaining; Labour Adjustment Assistance; Working Conditions. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 250

Multiculturalism

Description: Information relating to the integration of multiculturalism into all aspects of national life including race relations, multiculturalism in education and in broadcasting. ***Topics:*** Multiculturalism; Ethnic Injustices. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 245

Official Languages

Description: Information relating to the promotion of Canada's two official languages (English and French) including the implementation of the Official Languages Act in federal departments and agencies and complaints from the public and public servants concerning English and French as languages of work and their use in providing services to the public. ***Topics:*** Official Languages; Complaints; Court Challenges Program; Education; Federal Public Service; Provinces and Territories; Renewal. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 295

Parliament

Description: Information relating to the Parliament of Canada including the House of Commons, the Senate, the legislative program, Members of Parliament and Parliamentary Committees. ***Topics:*** Parliament, House of Commons; Legislative Program; Members of Parliament; Opening, Proroguing and Dissolution of Parliament; Parliamentary Committees; Senate. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO PLS 040

Petitions and Submissions

Description: Petitions to the Governor in Council which are submitted due to legislative requirements or as an expression of personal concern. They can also be sent to the Privy Council Office, Cabinet, the Prime Minister or the Clerk of the Privy Council. ***Topics:*** Petitions and submissions covering a wide variety of subjects; legislative provisions including the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act. ***Program Record Number:*** PCO PLS 030

Provinces and Territories

Description: Information relating to the provinces and territories of Canada including the government administration of each province or territory and the federal government's relationship with the province or territory and municipalities. ***Topics:*** Provinces and Territories; Federal-Provincial Relations; Government Administration; Municipalities. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO FPR 160

Public Service

Description: Information relating to the Public Service of Canada including subjects relating to the staffing of public service jobs, superannuation, pension plans, separations and training programs for public servants. ***Topics:*** Public Service; Public Service Awards; Staffing; Superannuation and Pension Plans; Termination of Employment; Training Programs for Public Servants. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 310

Public Works

Description: Information relating to the management of real property for the Government of Canada and to the provision of planning, design, construction and realty services to government institutions, departments and agencies. ***Topics:*** Public Works; Federally-Owned Lands; National Capital Region (NCR); Official Residences; Parliament Hill; Real Property Management. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 300

Research and Science

Description: Information relating to research and science in Canada, including industrial and manufacturing technology research, medical and space research and science and technology. ***Topics:*** Research and Science; Industrial and Manufacturing Technology Research; Medical Research; Science and Technology; Space. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 215

Security and Intelligence

Description: Information on federal security and intelligence policies and programs, and intelligence assessments. ***Topics:*** Interdepartmental committee system; government security policy; protective security; intelligence policies and requirements; programs, organization, and resources; intelligence assessments; communications security; counter-terrorism policies and programs. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO SAI 110

Senior Personnel
Description: Information in support of the Senior Personnel Secretariat. It includes the identification of candidates, human resource planning, career development and performance appraisals for current, former and possible incumbents of positions appointed by the Governor in Council. ***Topics:*** Appointments; committees; research and other studies; and related personnel management issues such as allowances and benefits, employment and staffing, retirement and termination of employment, salaries and wages and superannuation. ***Program Record Number:*** PCO SPS 050

Standards of Conduct Compliance
Description: Information relating to compliance with the government's Conflict-of-Interest and Post-Employment Code. ***Topics:*** Senior personnel categories; investigations; task force; guidelines; committees; councils; panels and political activities. ***Program Record Number:*** PCO SPS 055

Trade and Industry
Description: Information relating to Canadian industries and Canadian international trade including the development and promotion of Canada's international trade; export marketing and promotion; exhibitions and trade fairs; the import and export of goods; foreign investment in Canadian industries and bilateral and multilateral trade. ***Topics:*** Trade and Industry; Exhibitions and Trade Fairs; Foreign Investment; Industries; International Trade. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 220

Transportation
Description: Information relating to all methods of transportation including air, marine and rail transportation, roads and highways and transportation safety. ***Topics:*** Transportation; Air Transportation; Government Transportation Services; Marine Transportation; Surface Transportation; Transportation Safety. ***Access:*** Files are arranged by subject. ***Storage Medium:*** Paper. ***Program Record Number:*** PCO OPS 225

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access to Information Request Data Bank
Description: This bank contains Access to Information Request Forms sent by individuals requesting access to records under the control of the Privy Council Office, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or other aspects of administering access requests. ***Class of Individuals:*** Canadian citizens, permanent residents and all individuals residing in Canada. ***Purpose:*** The purpose of this bank is to administer access requests in accordance with the Access to Information Act. ***Consistent Uses:*** The bank is also used to record the processing of access to information requests under the Act and to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Records are kept for two years. ***PAC Number:*** 78-001 ***Related to PR#:*** PCO ADM 080 ***TBS Registration:*** 002545 ***Bank Number:*** PCO PPU 040

Governor in Council Personnel Records
Description: This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by individuals appointed by the Governor in Council. Records include appointment information, appraisals, classification level, correspondence and memoranda, education and employment history, pay, insurance and superannuation data, selection documents, succession plans and career planning information. ***Class of Individuals:*** Governor in Council appointees and potential candidates for Governor in Council positions. ***Purpose:*** The purpose of this bank is to support the requirements of the Senior Personnel Secretariat in its role of identifying candidates, personnel planning, career development, performance appraisals and salary reviews and maintenance of information on the Governor in Council appointments. ***Retention and Disposal Standards:*** Records are retained for 30 years. ***PAC Number:*** 69-076 ***Related to PR#:*** PCO SPS 050 ***TBS Registration:*** 002548 ***Bank Number:*** PCO PPU 020

Petitions and Submissions

Description: This bank contains petitions or submissions made to the Governor in Council. The petitions can be pursuant to legislative requirements or may arise from the personal concerns of individual citizens. The petitions can also be sent to the Privy Council, Cabinet, the Prime Minister and the Clerk of the Privy Council. The legislative provisions include such statutes as the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act. ***Class of Individuals:*** Individuals may be members of the general public, members of the Canadian Armed Forces, judges, or inmates of penitentiaries. ***Purpose:*** Every citizen of Canada has the right to petition the Crown concerning any matter. In addition, certain statutes provide a right to petition the Governor in Council. This material is not collected or obtained by the Office of the Privy Council; rather, it is sent to the Office. No form or format is required. The petition or submission is reviewed and an opinion regarding the validity of the claim is provided to the Governor in Council. ***Consistent Uses:*** No use is made of the material other than that specifically related to the claim of the petitioner or applicant. ***Retention and Disposal Standards:*** Records are retained for 30 years. ***PAC Number:*** 69-076 ***Related to PR#:*** PCO PLS 030 ***TBS Registration:*** 002550 ***Bank Number:*** PCO PPU 010

Privacy Request Data Bank

Description: This bank contains Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. ***Class of Individuals:*** Members of the general public and government employees who make requests for access to personal information about themselves under the Privacy Act. ***Purpose:*** The purpose of this bank is to administer requests for access to personal information, in accordance with the Privacy Act. ***Consistent Uses:*** The bank is also used to record the processing of access requests under the Privacy Act, to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions. ***Retention and Disposal Standards:*** Records are kept for two years. ***PAC Number:*** 78-001 ***Related to PR#:*** PCO ADM 080 ***TBS Registration:*** 002544 ***Bank Number:*** PCO PPU 036

Professional Service Contract Files

Description: This bank contains professional service contract files for the Prime Minister's Office, the Deputy Prime Minister's Office, the President of the Privy Council for Canada, the Office of the Leader of the Government in the House of Commons, the Office of the Leader of the Government in the Senate, the Privy Council Office and the former Federal-Provincial Relations Office. It contains management recommendations, outline of service, biographic information and official signed contracts. ***Class of Individuals:*** Individuals who have signed a professional service contract with the above mentioned institutions. ***Purpose:*** The main use of the bank is to report on status and commitment values and audit of payment. ***Consistent Uses:*** The bank is also used to prepare statistical information for response to parliamentary questions. ***Retention and Disposal Standards:*** Records are retained for six years after completion of contract. ***PAC Number:*** 86-001 ***Related to PR#:*** PCO ADM 912 ***TBS Registration:*** 002549 ***Bank Number:*** PCO PPU 015

Security and Intelligence Information Files

Description: This bank contains documentary information concerning security-related investigations or reports on individuals identified as posing a potential risk to national security and who have been brought to the attention of the Privy Council Office by a federal investigative agency or by another department. ***Class of Individuals:*** Public servants, former public servants, candidates for the public service (95%); and a small number of persons whose activities have been brought to the attention of the Privy Council Office (5%). ***Purpose:*** The purpose of this bank is to inform the Privy Council Office of national security concerns relating to the individuals mentioned in these files. Most of the information was collected by the Canadian Security Intelligence Service or by the former Royal Canadian Mounted Police Security Service. ***Retention and Disposal Standards:*** This information is retained for 30 years. ***PAC Number:*** 69-076 ***TBS Registration:*** 002551 ***Bank Number:*** PCO PPU 005

Standards of Conduct Compliance Records

Description: This bank consists of material related to compliance with the government's policy on conflict of interest and other standards of conduct by holders of public office. ***Class of Individuals:*** Holders of public office, including ministers, parliamentary secretaries, exempt ministerial staff, Governor in Council appointees, public servants and other persons hired or appointed by the government. ***Purpose:*** These records are used for determining precedents regarding compliance with the Conflict of Interest and Post- Employment Code and for considering amendments to existing policies. ***Retention and Disposal Standards:*** Records are retained for 30 years. ***PAC Number:*** 69-076 ***Related to PR#:*** PCO SPS 055 ***TBS Registration:*** 002547 ***Bank Number:*** PCO PPU 030

Classes of Personal Information

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Since much of the material in these files originates in other government departments, requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion of Records
Under the Access to Information Act, Program Records referred to as confidences of the Queen's Privy Council for Canada are excluded from the provisions of the Act under section 69. These records are less than 20 years old.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are, therefore, records in the public domain. Requests for this material should not be made under the provisions of the Access to Information Act.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Privy Council Office and its various programs and functions may be directed to:

Privy Council Office
Access to Information and Privacy
Room 633, Blackburn Building
85 Sparks Street
Ottawa, Ontario
K1A 0A3

(613) 957-5210

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

Room 625, Blackburn Building
85 Sparks Street
Ottawa, Ontario

Public Service Commission of Canada
Chapter 109

General Information

Background
The Public Service Commission (PSC), an independent agency accountable to Parliament for the administration of the Public Service Employment Act, has been in existence since 1908 under various titles and legislations.

Responsibilities
The PSC ensures that the people of Canada are served by a highly competent Public Service that is non-partisan and representative of Canadian society. As such, it plays a leadership role in the Public Service renewal process, focusing on the people dimension of change, while promoting and safeguarding Public Service values.

The PSC administers the Public Service Employment Act (PSEA) which governs staffing in the Public Service. It develops policies and programs that shape staffing in the Public Service, establishes mechanisms for appeals against appointments, conducts investigations into complaints related to staffing, deployments and harassment in the workplace, monitors the conduct of delegated staffing and, on behalf of the Treasury Board, provides certain learning services to better equip public servants with the necessary skills for the present and the future.

Legislation
- Public Service Employment Act (PSEA)
- Public Service Employment Regulations (PSER)

Organization
♦ Commissioners
The jurisdictional powers of the Public Service Commission rest with the three commissioners, one of whom is the President and Chief Executive Officer. Appointed by the Governor in Council for a ten-year term, the commissioners have the status of deputy head. Together, they set overall policy in accordance with the Public Service Employment Act.

♦ Corporate Management Branch
The Corporate Management Branch provides services in support of the Commission and its programs. This includes financial, administrative and information technology systems and services; human resources management; corporate management; internal audit and evaluation; administration of a number of provisions of the Public Service Employment Act; assistance with parliamentary, union, international and other external relations; and access to information and privacy.

♦ Policy, Research and Communications Branch
This branch works towards the provision of knowledge, intelligence, insight and advice to support the PSC's ability to champion an independent and professional Public Service. By gathering the main PSC policy, regulatory, information management and monitoring functions together, this Branch facilitates the goal of providing strategic advice to the Commission and supporting the front lines with their operational challenges. Part of its role is to conduct strategic planning, analysis, research and program development. It has an integrated information management function that includes data and information gathering and assessment activities. It is also involved in conducting liaison with stakeholders, in reporting to Parliament and other parties, and in providing communication services on behalf of the PSC.

♦ Recourse Branch
This branch provides independent recourse processes in support of the merit principle in order to protect the public interest and to promote the application of merit, fairness, equity and transparency, through effective intervention and education. It also ensures that appropriate independence of the quasi-judicial appeals and investigations function exists and is seen to exist. Part of its role is to provide training, advice and assistance to departments, unions, other organizations and individuals.

♦ Regional Offices
The Commission's regional offices are collectively responsible for delivering programs and services to federal departments and employees as well as to members of the public across Canada. The regional directors general are responsible for adapting the Commission's programs and services to the particular needs of its publics in each region.

♦ Resourcing and Learning Branch
This Branch works with departments and agencies to ensure that a staffing and learning system is available to provide a highly competent Public Service that is non-partisan and representative of Canadian society. It is organized around single windows at headquarters and in the regions for delivery of products and services to departments and agencies. It manages relationships with corporate and regional partners and stakeholders. It includes operational policy and program design, as well as the delivery of all staffing operations, including exchanges and development programs for the Executive

Group. In addition, it is responsible for the delivery of employment equity initiatives, priority administration and corporate development on behalf of the Treasury Board Secretariat.

Information Holdings

Program Records

Appeals and Deployment Recourse
Description: Information on appeals by public servants against internal appointments and complaints against deployments that are heard with respect to alleged breaches of the Public Service Employment Act and Regulations. ***Topics:*** Appeals, appeal files, complaint documents and statistics. ***Program Record Number:*** PSC AIB 005

Assessment, Testing and Counselling (formerly Assessment and Counselling)
Description: Information on personnel assessment tools that help public service managers identify and develop competent staff; on career counselling for aspirants to, and employees at, executive levels; on career transition counselling to departments' employees; on consultation and training to the federal Human Resources community. ***Topics:*** Assessment tools and techniques, models such as the Wholistic Competency Profile model. ***Program Record Number:*** PSC SPB 034

Diversity Management (formerly Employment Equity and Diversity Management)
Description: Information on the management and administration of the delivery of the Special Measures Initiatives Program (SMIP) — a program to support federal departments in creating a work environment that fosters equity and diversity through practices that are conducive to recruitment, development and retention of designated group members at all levels. ***Topics:*** Employment equity programs and activities aimed at persons with disabilities, Aboriginal Peoples, members of visible minorities and women in non-traditional occupations; Special Measures Innovation Fund and funded projects; policy development and coordination of PSC employment equity activities and issues ***Note:*** Diversity OnLine on the PSC's Internet Home Page also provides information on federal Employment Equity policies and programs as well as resource materials in Canada and abroad. ***Program Record Number:*** PSC SPB 040

Executive Programs
Description: Information on the recruitment, selection, assessment, and counselling of the Executive Group; on the development and implementation of career development for Executives and employees in the feeder groups; on the management of the Career Assignment Program and Interchange Canada; and on the coordination of interdepartmental efforts to place Canadians in international organizations. ***Topics:*** Resourcing services to departments; priority placement; resourcing/competition files; career development policies, plans and programs, including the Career Assignment Program, the Interchange Canada Program and International Programs; recruitment, selection, assessment, employment counselling and training and development. ***Program Record Number:*** PSC SPB 065

External Audits
Description: Information on audits pertaining to the management of staffing, the exercise of the non-delegated staffing authority, and on the implementation of Treasury Board's human resources policies. ***Topics:*** Audits of departments' staffing practices; methodology and guidelines for audits. ***Program Record Number:*** PSC AIB 011

Investigations, Mediation and Conciliations
Description: Information on the investigation, conciliation and mediation of all complaints on non-appealable staffing matters and on any other matter arising out of or relating to the administration or operation of the Public Service Employment Act and Regulations, and the investigation into complaints of harassment in the workplace, other than for grounds prohibited by the Canadian Human Rights Act. ***Topics:*** Investigations, investigation and conciliations files. ***Program Record Number:*** PSC AIB 010

Learning Programs (formerly Language Training)
Description: Information on the provision of mandatory and discretionary language training in both official languages and related orientation and language training services, in conformity with government policies to meet the needs of departments and agencies in the federal public service. ***Topics:*** Language training, course development, language courses, quality management support, teaching services and language training system. ***Program Record Number:*** PSC TPB 105

Learning Programs (formerly Staff Training and Development)
Description: Information on professional, technical, middle management and supervisory training and on specialized training to public servants in response to Treasury Board and departmental requirements. ***Topics:*** Staff training and development, courses, course development, quality assurance. ***Program Record Number:*** PSC TPB 120

Management and Planning Services (formerly Monitoring and Information Management)
Description: Information on the monitoring, analysis and research of staffing policy related matters and issues. ***Topics:*** Monitoring and information management, staffing data and information systems, analysis and data services. ***Program Record Number:*** PSC SPB 032

Recruitment Programs and Priority Administration (formerly External Recruitment and Development Programs)
Description: Information on the management of external recruitment programs and on the development of approaches aimed at recruiting highly qualified individuals to the federal public service. ***Topics:*** Recruitment approaches; post-secondary recruitment campaigns; student employment program; recruitment and developmental programs such as the Management Trainee Program (MTP), the Accelerated Economist Training Program (AETP), the Financial Officer Recruitment and Development Program (FORD), the Internal Auditor Recruitment and Development Program (IARD) and the Aboriginal Masters Program (AMP). ***Program Record Number:*** PSC SPB 031

Recruitment Programs and Priority Administration (formerly Workforce Adjustment)
Description: Information on the administration of the priority entitlements flowing from the Public Service Employment Act and Regulations and responsibilities related to the broader area of Workforce Adjustment (WFA). ***Topics:*** Policy and program development; interpretation and guidance to departments; Priority Administration System. ***Program Record Number:*** PSC SPB 033

Regions (formerly Staffing Operations)
Description: Information on the provision of all non-delegated staffing activities and services for all occupational categories. ***Topics:*** Staffing operations and support services, recruitment, referrals, assessments, appointments, placement of priority persons, employment equity programs. ***Program Record Number:*** PSC SPB 030

Research, Analysis and Planning
Description: Information on the identification, collection, and analysis of human resources management issues in the Public Service. ***Topics:*** Planning and research frameworks, human resources issues and trends, labour-market analyses and forecasts. ***Program Record Number:*** PSC SPR 180

Secretariat and Communications Services
Description: Information on parliamentary and legislative affairs, on the administration of the Commission's statutory responsibilities, and on services pertaining to corporate communications and external relations. ***Topics:*** parliamentary and public relations, political activities, PSC policy, bulletins and publications, employee and public enquiries and media relations. ***Program Record Number:*** PSC CMB 022

Staffing Framework
Description: Information on the development of proposals for legislation, regulations, statutory instruments, policies and standards pursuant to the Public Service Employment Act, in staffing and in the delegation of authority to departments; on the coordination of parts of the Official Languages Program for which the PSC is responsible as a central agency. ***Topics:*** Standards, directives, methods, policies and procedures to implement staffing in the federal public service; assessment and counselling services; occupational and language test development; staffing authorities and delegation; staffing consultant certification files; program development and consultation; statistics on appointments to bilingual positions; special studies; official languages exclusion order files. ***Program Record Number:*** PSC SPB 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Personal Information Banks

Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants
Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, interview notes, assessment centre notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program. ***Class of Individuals:*** Non-public servants and public servants applying to the AETP or past and present participants of the AETP. ***Purpose:*** This bank exists under the authority of Sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of

persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP. ***Consistent Uses:*** This bank is used to retain applications to the AETP, for the general management of assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). ***Retention and Disposal Standards:*** Records are retained for five (5) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for ten (10) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 031 ***TBS Registration:*** 003068 ***Bank Number:*** PSC PPU 094

Access Requests
Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. ***Class of Individuals:*** Non-public servants and public servants who have made formal access requests under the Access to Information Act or the Privacy Act. ***Purpose:*** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. ***Consistent Uses:*** The bank is used to record and process access requests, to respond to complaints received under the Acts and for statistical purposes. ***Retention and Disposal Standards:*** Records are retained for two (2) years after completion of the request, then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** PSC CMB 022 ***TBS Registration:*** 001443 ***Bank Number:*** PSC PPU 120

Applicant Inventories and Referrals
Description: This bank may contain applications/curriculum vitae, test results, and screening and referral information resulting from solicited and non-solicited competitions/announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and solicitation reference numbers in cases of solicited competitions. ***Class of Individuals:*** Non-public servants and public servants who have applied for a position in the Public Service. ***Purpose:*** This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment to the Public Service of Canada in the administrative support, administrative and foreign services, professional and scientific, technical and operational categories, and in the Executive Group. ***Consistent Uses:*** This bank is used to identify applicants suitable for referral and appointments to positions in the public service and to record referral information. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation. ***Retention and Disposal Standards:*** Records are maintained for two (2) years after being removed from the inventories or after referrals and then destroyed. Computerized information is retained for five (5) years. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001422 ***Bank Number:*** PSC PPU 015

Assessment Centre for Early Identification of Executive Potential (EIEP)
Description: This bank may contain memoranda and letters; biographical information and assessment results. This bank may also include assessment and career counselling data for 1968-73 for the Career Assignment Program. ***Class of Individuals:*** Candidates who have been assessed by the Assessment Centre (EIEP). ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career Assignment Program candidates. ***Consistent Uses:*** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made. It is also used to provide assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. Information obtained from a voluntary process form 1968 to 1973 was used for providing individual feedback and for research purposes. ***Retention and Disposal Standards:*** Records are retained for thirty (30) years after the assessment and then destroyed. ***PAC Number:*** 96-040 ***Related to PR#:*** PSC SPB 034 and PSC SPB 065 ***TBS Registration:*** 001430 ***Bank Number:*** PSC PPU 055

Business/Government Executive Exchange (ceased in 1994)
Description: This bank may contain nomination and biographical information, performance review and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. ***Class of Individuals:*** Executives from business and industry and from the Federal Government who have been nominated, are currently on or have completed an assignment. ***Purpose:*** This bank exists to maintain an inventory of executives from business and industry and from the federal government who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. ***Consistent Uses:*** The information is used to assess candidates and to refer business or federal government executives for possible assignment opportunities. ***Retention and Disposal Standards:*** Records are retained for two (2) years after the termination of an assignment, and are then destroyed. Information on candidates who did not participate in the

Program is retained for two (2) years and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 065 ***TBS Registration:*** 001904 ***Bank Number:*** PSC PPU 067

Career Assignment Program (CAP): Inventory of Nominees and Participants

Description: This bank may contain basic personal information, nomination forms, curriculum vitae, career plans, appraisal information, assessment results, selection review board summaries and results, course participation, and general correspondence related to CAP nominees and participants. This bank may also include information retained for a previous program: Special Development Program. ***Class of Individuals:*** Non-public servants and public servants who have been nominated and/or have participated in CAP. ***Purpose:*** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP and, in the case of final nominations, to record and present information for review and decision by Selection Board members regarding acceptance to the Program. This bank also exists to maintain an historical record of all persons who have participated in CAP. ***Consistent Uses:*** This bank is used to record and provide information on CAP nominees to the assessment and selection phase for statistical, administrative and counselling purposes. ***Retention and Disposal Standards:*** Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for (20) years. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 065 ***TBS Registration:*** 001703 ***Bank Number:*** PSC PPU 060

Course Registration and Information

Description: This bank may contain basic personal data and related course administration information. Individuals seeking access to this information are required to specify the pertinent Resourcing and Learning Branch course numbers. ***Class of Individuals:*** Non-public servants and public servants who have taken or are enroled in a professional or management course offered by the PSC Resourcing and Learning Branch. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a professional or management course offered by the PSC Resourcing and Learning Branch. ***Consistent Uses:*** This bank is used to provide information required to administer professional and management training courses delivered by the PSC. ***Retention and Disposal Standards:*** Records are retained for five (5) years after completion of training and development activity, then destroyed. Computerized records are retained ten (10) years after completion of training. ***PAC Number:*** 96-040 ***Related to PR#:*** PSC TPB 120 ***TBS Registration:*** 001438 ***Bank Number:*** PSC PPU 095

Executive Resourcing

Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Report), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information form, job descriptions, the Request for Non-delegated Staffing, job profiles, statement of qualifications, application forms, individual candidate reports from the Assessment Centre for Executive Appointment, reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition). ***Class of Individuals:*** Persons who are included in an Executive Group competition administered by the PSC. ***Purpose:*** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. ***Consistent Uses:*** This bank is used to provide information relating to Executive Group selection and appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the applicant inventories, the assessment results and from departments. ***Retention and Disposal Standards:*** Records are retained for three (3) years after the eligibility list expires, then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 065 ***TBS Registration:*** 001437 ***Bank Number:*** PSC PPU 090

Federal Student Work Experience Program (FSWEP): Inventory of Applicants

Description: This bank may contain the following information: applications for employment, job requests, requests for re-employment, records and results of referrals of applicants. It should be noted that, as of April 1, 1997, this bank's name changed to Federal Student Work Experience Program (FSWEP). ***Class of Individuals:*** Non-public servants who are full-time students and apply to the FSWEP. ***Purpose:*** This bank exists in accordance with section 5 of the Public Service Employment Act and Order-in-Council P.C. 1997-488 to record information on the referral of applicants by the PSC to departments and agencies. ***Consistent Uses:*** This bank is used to identify applicants for student employment under the FSWEP. It is also used to provide information on applicants referred by the Commission. The information on under-represenrted groups is used for statistical and referral purposes by the Public Service Commission and the employing department. ***Retention and Disposal Standards:*** Records are retained for five (5) years, then destroyed. ***PAC Number:*** 94-001 ***Related***

to PR#: PSC SPB 031 ***TBS Registration:*** 003952 ***Bank Number:*** PSC PPU 086

Interchange Canada: Inventory of Applicants and Participants
Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance review and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. ***Class of Individuals:*** Non-public servants and public servants applying for positions in Interchange Canada, or who are currently on, or have completed, an assignment. ***Purpose:*** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in Interchange Canada. ***Consistent Uses:*** This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system. ***Retention and Disposal Standards:*** Records of applicants are retained for two (2) years after candidate is declared inactive, then destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 065 ***TBS Registration:*** 001895 ***Bank Number:*** PSC PPU 069

International Assignment: Inventory of Applicants and Participants
Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance review and employee appraisals, agreements, job descriptions, interview notes, vacancy notices and correspondence related to the program. Some information exists in computerized form. ***Class of Individuals:*** Non-public servants and public servants applying for assigments in international organizations, or who are currently on, or have completed, an assignment. ***Purpose:*** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking positions with international organizations. It also exists to maintain historical records of all persons who have participated in the program. ***Consistent Uses:*** This bank is used to identify vacancies in international organizations and for the general management of the assignments. It interfaces with the Inventory Management system. ***Retention and Disposal Standards:*** Records of applicants are retained for two (2) years after being declared inactive, and then destroyed. Records of participants and competition files are retained for three (3) years after termination of assignment, and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 065 ***TBS Registration:*** 001896 ***Bank Number:*** PSC PPU 073

Investigations
Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. ***Class of Individuals:*** Non-public servants and public servants who have filed a complaint related to the application of the Public Service Employment Act and its Regulations with the Investigations Directorate, and persons involved in the complaint. ***Purpose:*** This bank exists in accordance with Section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and Regulations and to complaints of harassment in the workplace as defined by Treasury Board policy. ***Consistent Uses:*** The information is used so that allegations may be examined, recommendations made and corrective actions taken if warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file. ***Retention and Disposal Standards:*** Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive, then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, then deleted. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC AIB 010 ***TBS Registration:*** 001421 ***Bank Number:*** PSC PPU 010

Language Training Orientation
Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and projected training duration. ***Class of Individuals:*** Non-public servant and public servants who underwent the orientation process for non-imperative staffing purposes or for enrolment on basic language training. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. ***Consistent Uses:*** This information is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. The PSC's Test Storage and Reporting System provides a weekly update of Second Language Evaluation (SLE) results to the Treasury Board's Language Training Module for the purposes of updating candidate information pertaining to the orientation process. ***Retention and Disposal Standards:*** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. ***PAC***

Number: 93-003 ***Related to PR#:*** PSC TPB 105 ***TBS Registration:*** 002778 ***Bank Number:*** PSC PPU 100

Language Training Services
Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests as well as language training results. ***Class of Individuals:*** Persons who underwent language training. ***Purpose:*** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. ***Consistent Uses:*** The bank is used for the eligibility, testing, orientation, enrolment and language training processes, and to ensure a progress follow-up on participants. The PSC's Test Storage and Reporting System provides a weekly update of Second Language Evaluation (SLE) results to the Treasury Board's Language Training Module for the purposes of updating candidate information. ***Retention and Disposal Standards:*** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. ***PAC Number:*** 93-003 ***Related to PR#:*** PSC TPB 105 ***TBS Registration:*** 002779 ***Bank Number:*** PSC PPU 110

Management Resources Information System (MRIS) (ceased to be updated in 1993)
Description: Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain basic personal data skills and work history, professional qualifications, applications, letters of acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, and employee appraisals. ***Class of Individuals:*** Non-public servants and public servants applying for positions in the Executive Group as well as persons seeking participation on Interchange Canada or International Assignments. ***Purpose:*** This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e., to maintain an inventory of candidates for eligible classifications as determined by the PSC. ***Consistent Uses:*** This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is regularly merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the Treasury Board Secretariat Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify individuals who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the Executive Group Applicant Inventory and the Quarterly Statistical File. ***Retention and Disposal Standards:*** Information on MRIS applicants who are not accepted is retained for two (2) years after being declared inactive. Applicants who are accepted should refer to the central bank PSC PCE 734 in Sources of Federal Employee Information for the retention period. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 065 ***TBS Registration:*** 001436 ***Bank Number:*** PSC PPU 085

Management Trainee Program (MTP): Inventory of Applicants and Participants
Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, interview notes, appointment letters, assignment descriptions and performance appraisals. ***Class of Individuals:*** Non-public servants and public servants applying to the Management Trainee Program, and persons who have been appointed to the Program. ***Purpose:*** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act (PSEA) to provide an inventory of persons seeking positions with the Management Trainee Program, and to maintain developmental information regarding those who are participants in the Program. ***Consistent Uses:*** This bank is used to identify candidates for positions with the Management Trainee Program, for the general management of assignments for persons selected to the Program, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). ***Retention and Disposal Standards:*** Records of applicants are retained for three (3) years after application is submitted and are then destroyed. In the case of participants, hard copy records are retained for ten (10) years after the participant ceases to be a MTP participant. Machine readable records are retained for twenty-five (25) years and then destroyed. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 031 ***TBS Registration:*** 002909 ***Bank Number:*** PSC PPU 093

Occupational Test Results
Description: This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their full name. ***Class of Individuals:*** Non-public servants and public servants who have undergone tests developed by the PSC. ***Purpose:*** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection, such as competitions. ***Consistent Uses:*** The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices

and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Storage and Results Reporting System (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. ***Retention and Disposal Standards:*** Hard copy files are kept for five (5) years and destroyed. Candidate test results are kept indefinitely on computerized files. ***PAC Number:*** 96-040 ***Related to PR#:*** PSC SPB 030 and PSC SPB 050 ***TBS Registration:*** 001424 ***Bank Number:*** PSC PPU 025

Personnel Selection (excluding Executive Resourcing)
Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms, curriculum vitae, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates' order of merit, and results and notification of appointment. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. ***Class of Individuals:*** Non-public servants and public servants who are being considered for appointment through a process of personnel selection administered by the Resourcing and Learning Branch. ***Purpose:*** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection by competition or without competition administered by the Public Service Commission. ***Consistent Uses:*** This bank is used to staff positions and, on request, to disclose to a participant in a selection action to explain the reasons for the selection decision. This bank also provides related documentation for PSC Investigations as a result of the selection processes. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Information in this bank may be obtained from systems pertaining to applicant inventories and assessment results. ***Retention and Disposal Standards:*** Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes and then destroyed. ***PAC Number:*** 96-040 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001427 ***Bank Number:*** PSC PPU 040

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants
Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, tests results, interview notes, assessment centre notes, records of instances of consideration, notations or referrals, notes to files, and messages for those applicants to the PSR program. ***Class of Individuals:*** Non-public servants and public servants applying to Post-Secondary Recruitment. ***Purpose:*** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the Post-Secondary Recruitment campaign. ***Consistent Uses:*** This bank is used to identify applicants for positions offered through PSR (for statistical purposes and studies). The bank interfaces with the Inventory Management and Employee History systems to track the career progression of those applicants who are hired through PSR for positions/training programs in the participating departments. ***Retention and Disposal Standards:*** Records are retained for five (5) years after an application is submitted and are then destroyed, except in cases where successful applicants are hired. Information on such applicants is transferred to the hiring department. ***PAC Number:*** 94-001 ***Related to PR#:*** PSC SPB 031 ***TBS Registration:*** 003953 ***Bank Number:*** PSC PPU 096

Second Language Assessment by Regional Offices
Description: This bank may contain the appropriate second language assessment request and record of results form, basic personal data, oral interviews recorded on cassette, assessments, reports and results. ***Class of Individuals:*** Persons who were assessed by the PSC Regional Offices for second language proficiency. ***Purpose:*** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates. ***Consistent Uses:*** This bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service. Test results are entered in the Test Storage and Results Reporting System (TSRR) and may be entered in the applicant inventories. ***Retention and Disposal Standards:*** Records are retained for three (3) years, interviews on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal and then destroyed. ***PAC Number:*** 96-040 ***Related to PR#:*** PSC SPB 030 ***TBS Registration:*** 001426 ***Bank Number:*** PSC PPU 035

Second Language Evaluation (SLE) Test Results
Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to provide their full name. ***Class of Individuals:*** Non-public servants and public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test or Writing for Exemption Test. ***Purpose:*** This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record the Second Language Evaluation (SLE) scores and language assessment results for the purpose of appointment. ***Consistent Uses:*** The bank is used to provide information on second language evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. The information in this bank is contained in the

Test Storage and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. The bank also provides the individuals' test results to the Language Training System. ***Retention and Disposal Standards:*** Hard copy files are retained for five (5) years, then destroyed. Oral Interaction Tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files. ***PAC Number:*** 96-040 ***Related to PR#:*** PSC SPB 030 and TBS PCE 703 ***TBS Registration:*** 001425 ***Bank Number:*** PSC PPU 030

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and programs of the Public Service Commission, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature, complaints and inquiries files as well as contracts for personal and professional services and unsolicited applications for employment. This information is normally filed by general subjects and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Surveys and Studies

The Public Service Commission occasionally surveys individuals, private and other public organizations who have participated in PSC programs or made use of its services. In the majority of cases, the identities of persons responding to the surveys are not recorded. These surveys usually form part of studies and are done to obtain individual's views and opinions on PSC activities such as training, staffing, appeals, audits and other departmental responsibilities. The information is used for program planning and to evaluate the effectiveness of training methods and of PSC operations. It is also used to respond to training needs; to obtain a basis for the establishment of policies and procedures; and to ascertain the quality of services, identify problems in those services and make the necessary improvements. The retention periods for this class of personal information are controlled by the record schedules of the general subject file in which they are stored.

Manuals

- Procedures Manual (Investigations)
- Public Service Commission Plan (Business Plan)
- Staffing Information Manual
- Subject Classification Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Alberta, Northwest Territories, Pacific and Yukon Region

Regional Office

9700 Jasper Avenue, Room 830
Edmonton, Alberta
T5J 4G3

Information: (403) 495-7444
Facsimile: (403) 495-2098
TTY: (403) 495-3130

District Offices

757 West Hastings Street, Suite 210
Vancouver, British Columbia
V6C 3M2

Information: (604) 666-0350
Facsimile: (604) 666-6808
TTY: (604) 666-6868

1230 Government Street, Room 539
Victoria, British Columbia
V8W 3M4

Information: (250) 363-8120
Facsimile: (250) 363-0558
TTY: (250) 363-0564

300 Main Street, Suite 400
Whitehorse, Yukon
Y1A 2B5

Information: (867) 667-3900
Facsimile: (867) 668-5033
TTY: (867) 668-4107

4914 50th Street P.O. Box 2730
Yellowknife, Northwest Territories
X1A 2R1

Information: (867) 669-2840
Facsimile: (867) 669-2848

Central and Southern Ontario Region

Regional Office

36 Adelaide Street East
4th Floor East
Mackenzie Building
Toronto, Ontario
M5C 1J6

Information: (416) 973-4636
Facsimile: (416) 973-1883
TTY: (416) 973-2269

Central Prairies Region

Regional Office

344 Edmonton Street, Room 100
Winnipeg, Manitoba
R3B 2L4

Information: (204) 984-4636
Facsimile: (204) 983-8188
TTY: (204) 983-6066

District Office

1955 Smith Street, Suite 400
Regina, Saskatchewan
S4P 2N8

Information: (306) 780-5627
Facsimile: (306) 780-5723
TTY: (306) 780-6719

Headquarters

L'Esplanade Laurier, West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7

Information: (613) 992-9562
Facsimile: (613) 992-9352

National Capital and Eastern Ontario Region

Regional Office

66 Slater Street, 3rd Floor
Ottawa, Ontario
K1A 0M7

Information: (613) 996-8436
Facsimile: (613) 996-8048
TTY: (613) 996-1205

Quebec Region

Regional Office

200 René-Lévesque Boulevard West
East Tower, 8th Floor
Montreal, Quebec
H2Z 1X4

Information: (514) 283-5776
Facsimile: (514) 283-6380
TTY: (514) 283-2467

District Office

1122 St-Louis Road, 3rd Floor
Sillery, Quebec
G1S 1E5

Information: (418) 648-3230
Facsimile: (418) 648-4575
TTY: (418) 648-7273

Reading Room

In accordance with the Access to Information Act, an area on the premises of these institutions has been designated as a public reading room. These rooms are located in the following PSC regional offices:

Alberta, Northwest Territories, Pacific and Yukon Region

757 West Hastings Street, 2nd Floor
Vancouver, British Columbia V6C 3M2

From 10:00 to 15:00

1230 Government Street, 5th Floor
Victoria, British Columbia V8W 3M4

From 10:00 to 15:00

9700 Jasper Avenue, Room 830
Edmonton, Alberta T5J 4G3

From 10:00 to 15:00

300 Main Street, Suite 400
Whitehorse, Yukon Y1A 2B5

From 10:00 to 15:00

4914 – 50th Street
P.O. Box 2730
Yellowknife, Northwest Territories X1A 2R1

From 10:00 to 15:00

Central and Southern Ontario Region

36 Adelaide Street East
4th Floor East
Mackenzie Building
Toronto, Ontario M5C 1J6

From 08:30 to 16:30

Central Prairies Region

1955 Smith Street, 4th Floor
Regina, Saskatchewan S4P 2N8

From 10:00 to 15:00

344 Edmonton Street, Suite 100
Winnipeg, Manitoba R3B 2L4

From 10:00 to 15:00

Headquarters

L'Esplanade Laurier, West Tower
300 Laurier Avenue West, 11th Floor
Ottawa, Ontario K1A 0M7

From 08:30 to 16:30

National Capital and Eastern Ontario Region

66 Slater Street, 3rd Floor
Ottawa, Ontario K1A 0M7

From 08:30 to 16:30

Quebec Region

200 René-Lévesque Boulevard Ouest
East Tower, 8th Floor
Montreal, Quebec H2Z 1X4

From 08:15 to 16:15

1122 St-Louis Road
3rd Floor
Sillery, Quebec G1S 1E5

From 08:00 to 16:30

Public Service Staff Relations Board
Chapter 110

General Information

Background
The Public Service Staff Relations Board was established in 1967 by the Public Service Staff Relations Act.

Responsibilities
The Board administers the Public Service Staff Relations Act. Its responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised and/or enforced. The Board also administers the provisions of the Parliamentary Employment and Staff Relations Act, as well as certain provisions of Part II of the Canada Labour Code.

Legislation
- P.E.S.R.A. Regulations and Rules of Procedures
- Parliamentary Employment and Staff Relations Act
- Part II – Canada Labour Code (certain provisions only)
- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedures, 1993

Organization
Pursuant to the Public Service Staff Relations Act (R.S.C. 1985, chapter P-35), the Board is composed of "...a Chairperson, a Vice-Chairperson, not less than three Deputy Chairpersons and such other full-time and part-time members as the Governor in Council considers necessary to discharge the responsibilities of the Board." All appointments are for periods not exceeding seven years, with the exception of the chairperson, vice-chairperson and deputy chairpersons, whose appointments are for periods not exceeding ten years. Part-time members are appointed primarily for the purpose of adjudicating grievances.

♦ Secretary of the Board
The secretary, subject to the direction of the Chairperson, has supervision over and direction of the work and staff of the Board.

The Board's staff is comprised of Corporate Services, Legal Services, Mediation Services and Operations.

Corporate Services is responsible for the major corporate functions of Finance, Information Systems and Human Resource Management as well as the provision of administrative support including library services, communications and corporate planning.

Legal Services provides the Chairperson, members and officers with legal advice and counsel on matters relating to the operations of the Board. It also represents the interests of the Board in judicial review proceedings before the Federal Court of Canada.

Mediation Services are available to the parties in all areas of the Board's jurisdiction.

Operations consists of case management services which are responsible for the management and control of all proceedings before the Board.

Information Holdings

Program Records

♦ Secretary of the Board

Applications for Declaration of Strikes as Lawful or Unlawful
Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. ***Topics:*** Applications for a declaration of a strike as lawful or unlawful. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 100

Applications for Extension of Time
Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings when the prescribed time for each of these activities has expired. ***Topics:*** Applications for extension of time prescribed in the Board's regulations. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 110

Applications for Extension of Time to Implement Arbitral Awards
Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. ***Topics:*** Applications for extension of time to implement arbitral awards. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 090

Applications for Extension of Time to Implement Provisions of Collective Agreements
Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. ***Topics:*** Applications for extension of time to implement provisions of collective agreements. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 095

Applications to Determine a New Occupational Group
Description: Applications to determine an occupational category of employees other than those identified in section 2 of the Act. ***Topics:*** Applications to determine a new occupational category. ***Access:*** Files arranged by case file. ***Storage Medium:*** Microfiche only. ***Program Record Number:*** SRB OSR 120

Appointment of a Mediator
Description: Information on the appointment by the chairperson of a mediator to attempt to resolve differences between the employer and a bargaining agent. ***Topics:*** Terms or conditions of employment under negotiation for a collective agreement. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OMD 135

Appointment of Arbitrators and Adjudicators
Description: Information on the appointment of arbitrators and adjudicators appointed to resolve negotiation impasses and grievances. ***Topics:*** Résumés; Order-in-Council appointment documents. ***Access:*** Files arranged by surname. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OSR 155

Approval of Grievances Forms
Description: Approvals for employers' grievance forms to be made available to their employees. ***Topics:*** Approval of an employer's grievance presentation form. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 115

Bargaining Agents – Certification of
Description: Applications from employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. ***Topics:*** Applications for certification, constitutions and by-laws. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 020

Bargaining Agents – Revocation of Certification of
Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. Applications for revocation of certification may also be brought on grounds of abandonment, fraud or other causes. ***Topics:*** Applications for revocation of certification. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 025

Canada Labour Code – Complaints (Part II – Section 133)
Description: Complaints from employees against employers for allegedly taking action against them because they acted in accordance with section 128 or 129 of Part II of the Canada Labour Code. ***Topics:*** Complaints from employees; determination of the Board on the merits of the complaints. ***Access:*** Files arranged by case files. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OSR 150

Canada Labour Code – Decisions of Safety Officers (Part II – subsection 129(5))
Description: Referrals to the Board of decisions of Safety Officers concerning the refusal of an employee to work because of an alleged danger. ***Topics:*** Decisions of Safety Officers; determination of the Board as to the circumstances of the Safety Officer's decisions and reasons therefor. ***Access:*** Files arranged by case files. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OSR 145

Complaints of Unfair Labour Practices
Description: Information on complaints alleging unfair labour practices. ***Topics:*** Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 060

Consent to Prosecute
Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in sections 8, 9 or 10, or an offence under section 105 of the Act. ***Topics:*** Applications for consent to prosecute. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 105

Designated Employees
Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary in the interest of the safety or security of the public. ***Topics:*** Determinations by the Board on employees proposed for designation in the interest of the safety or security of the public. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 080

Designated Positions
Description: Rulings on the status of positions which are determined to be necessary in the interest of the safety or security of the public. ***Topics:*** Determinations by the Board on positions proposed for designation in the interest of the safety or security of the public. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OSR 081

Determination of Rights of Bargaining Agents
Description: Information on the determination by the Board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent. ***Topics:*** Applications for determination of rights of bargaining agents. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 035

Determination of Status of Employees
Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit. ***Topics:*** Applications for determination of status of employees in bargaining units. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 055

General Powers and Duties of the Board
Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board. ***Topics:*** Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 045

Objections to Managerial and Confidential Exclusions (Positions)
Description: Information on determinations by the Board after objections by the bargaining agents of the status of positions proposed for exclusion by the employer on the grounds that they involve duties of a managerial or confidential nature. ***Topics:*** Determinations by the Board on the status of positions proposed as managerial or confidential exclusions. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OSR 076

Objections to Managerial and Confidential Exclusions (Employees)
Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. ***Topics:*** Determinations by the Board on status of employees proposed as managerial or confidential exclusions. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 075

Policy Grievances
Description: Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. ***Topics:*** References of grievances to Board by a bargaining agent or an employer. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 070

Presentation of Grievances and Referral to Adjudication
Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. ***Topics:*** References to Board for adjudication of grievances concerning: provisions of collective agreements or arbitral awards; disciplinary action resulting in discharge, suspension or a financial penalty and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment or demotion on grounds other than discipline. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 065

Questions of Law or Jurisdiction
Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. ***Topics:*** Determination of questions of law or jurisdiction concerning a matter referred for arbitration or referred to adjudication. ***Access:*** Files arranged by case file. ***Storage Medium:*** Microfiche only. ***Program Record Number:*** SRB OSR 125

Requests for a Conciliator
Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. ***Topics:*** Terms or conditions of employment under negotiation for a collective agreement. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OMD 130

Requests for a Fact Finder
Description: Written requests by employers or bargaining agents, during the collective bargaining process, for fact finders when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. ***Topics:*** Terms or conditions of employment under negotiation for a collective agreement. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OMD 132

Requests for Arbitration
Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. ***Topics:*** Requests by bargaining agent or employer for arbitration of matters in dispute. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 085

Requests for Review of Decisions
Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders. ***Topics:*** Requests for review of Board decisions. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 050

Requests for the Appointment of a Conciliation Commissioner
Description: Information on the appointment of a conciliation commissioner for the investigation and conciliation of disputes. Available where the bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement. Requests may be made by either party, with the agreement of the other party, by notice in writing to the Chairperson. ***Topics:*** Requests for appointment of conciliation commissioners; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation commissioner. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy. ***Program Record Number:*** SRB OMD 165

Requests for the Establishment of a Conciliation Board
Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes. Available where a bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment. Requests may be made by either party, by notice in writing to the Chairperson. ***Topics:*** Requests for establishment of conciliation boards; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation board. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy,microfiche. ***Program Record Number:*** SRB OMD 140

Resolution of Disputes
Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement with the employer. The dispute could either be referred to arbitration or to conciliation. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. ***Topics:*** Specification of process for resolution of disputes. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 030

Successor Rights
Description: Information on the determination of the Board, under section 48.1 re: appropriateness of bargaining unit, the employee organization that is to be the bargaining agent, whether a collective agreement remains in force, etc., where a portion of the Public Service is deleted or severed from Part I of schedule 1 and added to Part II of that schedule. Information on the determination by the Board, under section 49, as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. ***Topics:*** Applications for determination of successor rights. ***Access:*** Files arranged by case file. ***Storage Medium:*** Paper copy, microfiche. ***Program Record Number:*** SRB OSR 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance
Furniture and Furnishings
Human Resources
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access Requests Data Bank
Description: This bank contains access request forms, replies to such requests and information relating to their processing. ***Class of Individuals:*** Members of the general public and federal government employees seeking access to information relating to themselves or to programs and activities of the Board. ***Purpose:*** This bank exists to process requests for access to information, i.e., granting or refusing the release of information held by the Board. ***Consistent Uses:*** To support decisions relating to the processing of access requests; to compile, on a periodic basis the number of requests received and to record the status and particulars of each request, fees charged, etc. ***Retention and Disposal Standards:*** Files are retained for two years after last administrative action and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** SRB ADM 903 ***TBS Registration:*** 000771 ***Bank Number:*** SRB PPU 015

Application for Employment
Description: This bank contains completed application for employment forms, résumés, letters of reference and departmental replies to applications. ***Class of Individuals:*** Individuals seeking employment with the Board. ***Purpose:*** This bank exists to retain applications for employment with the Board. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** Files are retained for two years from date of receipt and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** SRB ADM 920 ***TBS Registration:*** 000769 ***Bank Number:*** SRB PPU 005

Personal Service Contracts
Description: This bank contains information on personal service contracts such as invoices, rates of pay, expenses incurred and payment records. ***Class of Individuals:*** Individuals hired under contract and part-time Board members hired by Orders-in-Council. ***Purpose:*** This bank exists to record payments made to individuals hired under contract with the Board. ***Consistent Uses:*** To support decisions relating to the authorization of personal service contract payments. ***Retention and Disposal Standards:*** Files are retained for six years following the fiscal year in which services were performed and then destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** SRB ADM 914 ***TBS Registration:*** 000770 ***Bank Number:*** SRB PPU 010

Manuals

- Operations Division – Administrative Procedures
- PSSRB Reports

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Assistant Secretary
Public Service Staff Relations Board
240 Sparks Street
P.O. Box 1525, Station B
Ottawa, Ontario
KIP 5V2

(613) 990-1669

Reading Room

The Board's Records Office has been designated under the Access to Information Act as a public reading room. The address of the Records Office is:

Ottawa, Ontario

240 sparks Street, Room 633G
Ottawa, Ontario

Public Works and Government Services Canada
Chapter 111

General Information

Background
Public Works and Government Services Canada was created through the amalgamation of the former Government Telecommunications Agency (Communications Canada), Public Works Canada (PWC), Supply and Services Canada (SSC), and the Translation Bureau (Secretary of State of Canada).

Responsibilities
The Department of Public Works and Government Services Canada is the major provider of central and common services to the Government of Canada. Its services and programs are delivered through offices across Canada, and in the United States and Europe.

Common services include the acquisition, management, operation, maintenance, design, construction, repair and disposal of federal real property, on a fee-for-service basis; the acquisition of goods and services for federal departments and agencies; Crown assets distribution; advertisement management; information management / information technology infrastructure and common services; and the development and application of standards for federal government procurement. Special Operating Agencies within PWGSC also offer common services such as translation, interpretation, consulting and auditing, printing and publishing, on an optional fee-for-service basis.

The department also carries out certain administrative and management functions on behalf of the federal government. These include the Receiver General for Canada function; central accounting and reporting; administration of the public service payroll and superannuation systems; and the provision of productive working environments for public servants in 2,500 locations across Canada. The department manages a diverse portfolio of office space and other general purpose property, as well as certain bridges, highways, locks, dams, and the Parliamentary Precinct. Use of these functions is normally mandatory for federal departments and agencies.

Legislation
- Bridges Act, R.S.C. 1985, c. B-8 (See also Table of Public Statutes, except Fort Falls Bridge Authority)
- Defence Production Act, R.S.C. 1970, c. D-2, as amended
- Department of Communications Act
- Department of Supply and Services Act, R.S.C. 1970, c. S-18
- Dry Docks Subsidies Act, R.S.C. 1985, c. D-4
- Expropriation Act, R.S.C. 1985, c. E-21
- Financial Administration Act
- Government Property Traffic Act, R.S.C. 1985, c. G-6
- Government Works Tolls Act, R.S.C. 1985, c. G-8
- Municipal Grants Act, R.S.C. 1985, c. M-13, amended c. 44 (2nd supplement)
- Ottawa River Act, S.C. 1870, c. 24
- Public Land Grants Act, R.S.C. 1985, c. P-30, amended c. 13 (1st supplement)
- Public Service Superannuation Act, R.S.C. 1970, c. P-36 as amended
- Public Works Act, R.S.C. 1985, c. P-38, amended c. 13 (1st supplement)
- Public Works Health Act, R.S.C. 1970, c. P-39
- Royal Canadian Mint Act, R.S.C. 1970, c. R-8
- Surplus Crown Assets Act, R.S.C. 1970, c. S-20
- Surplus Crown Assets Act, R.S.C. 1985 c. S-27, amended c. 22 (1st supplement)
- The Department of Public Works and Government Services Act became effective July 12, 1996, to amend and repeal certain Acts.
- The Trans Canada Highway Act. R.S.C. 1970, c. T-12
- Translation Bureau Act, R.S.C. 1985, c. T-16, and Regulations

Organization

Audit and Review Branch
Comprises the Audit function which is responsible for the development and implementation of a management oriented integrated and comprehensive audit program linked to the strategic directions, operational programs, plans and priorities of the department; the Evaluation function which provides senior management with timely and credible information about the continued relevance, success and cost effectiveness of departmental activities; the Internal Affairs function which provides investigative services to the Department when there is evidence, allegation or suspicion of employee involvement in the defalcations, violations of laws, regulations or departmental codes of conduct; and the Contract Quality Assurance function responsible for reviewing contract submissions requiring Deputy Ministerial, Ministerial and Treasury Board approval.

♦ Contract Claims Resolution Board

Responsible for terminations for convenience of supply contracts, as well as the resolution and settlement of disputes arising from contracts and the co-ordination of information between the department and the Canadian International Trade Tribunal. Also provided are periodic quantitative reports concerning the department's dispute resolution program. In concert with Architectural and Engineering Services, Realty Services and Legal Services, the Board reviews claims to identify those that seem impossible to resolve through the normal departmental process. Claims that cannot be resolved internally can be referred to a contract disputes advisory board or go to commercial arbitration or litigation. The Board provides guidance, necessary research, and administrative resource capabilities should one of these alternatives be pursued. In addition to providing guidance to senior management and project managers in the handling of disputes, the Board formulates policies and procedures through monitoring, post audit and evaluation of various disputes, including those involving litigation.

Communications Branch

The Communications Branch provides a full range of communications services and products; provides advice on the communications implications of programs, policies and decisions; supports the Minister and the Deputy Minister in carrying out their parliamentary responsibilities; and supports individual branches and agencies in communicating their services to client publics. The Communications Branch also works with managers to facilitate ongoing, twoway communications with employees by developing internal communications strategies so that PWGSC employees are informed about, and can participate in, key developments in the department.

Communications Coordination Services Branch (CCSB)

CCSB provides a variety of value-added communications and client services to federal government departments, such as printing, publishing, audiovisual/multi-media, public relations, advertising and public opinion research procurement and project management. CCSB also manages several public access and information delivery activities on behalf of the Government of Canada, such as Reference Canada, the Canada Primary Internet Site, Publishing , the Canada Gazette and the Depository Services Program.

♦ Client Services and Industry Relations Sector

The Client Services and Industry Relations Sector provides client departments with consultative and advisory services to support their audiovisual and multi-media production, exhibits, and public relations activities. The Sector is also responsible for the management of government advertising and public opinion research and for reviewing departmental annual plans and providing advice to client departments regarding their advertising campaigns and public opinion research proposals.

♦ Procurement Services Sector

The Procurement Services Sector provides value-added procurement support to client departments. Communications services procured on behalf of clients include printing, publishing, audiovisual and multi-media production, exhibits, advertising and public opinion research.

♦ Public Access Sector

The Public Access Sector aims to improve Canadians' access to government information and to ensure that the information they seek is available in easy-to-use formats that are reliable, efficient and cost effective. Services provided by the Sector include Reference Canada, which provides bilingual toll-free telephone enquiry services; the Canada Primary Internet Site, providing Canada and the world with single window internet access to information about Government of Canada services and activities; the Depository Services Program, which supplies federal government publications free of charge to a network of public and educational libraries across Canada; Publishing, providing publishing advice and support to client departments; and the publication of the Canada Gazette.

♦ Strategic Communications Sector

The Strategic Communications Sector provides analytical, strategic and tactical communications advice to federal government central agencies and client departments, and manages special communications projects of common interest to many departments.

Consulting and Audit Canada

Consulting and Audit Canada (CAC) a special operating agency, established as of April 1, 1990. The mandate of CAC is to provide management consulting, and audit services on an optional, fee-for-service basis to federal government departments and agencies. CAC's services may also be made available to foreign governments and to international organizations. Through these services, Consulting and Audit Canada seeks to make a leading contribution to the improvement of public sector management and operations in Canada and abroad.

Corporate Implementation Group (CIG)

The Corporate Implementation Group (CIG) provides support to the Deputy Minister in the management of a spectrum of policy and portfolio issues and initiatives. As part of this role, the Crown Corporations group was transferred from GOS Branch into CIG in 1996.

Government Operational Service

The mission of Government Operational Service is: the fulfillment of Receiver General responsibilities, the administration of compensation services, and the provision of services and optional products in the area of finance. It also provides services in the areas of comptrollership and finance, corporate policy and planning, and corporate management and executive services. In fulfilling these roles, Government Operational Service is organized into the following areas of responsibility which are detailed below:

♦ Banking and Cash Management Sector

Responsible for carrying out the public money and banking program activities mandated to the Receiver General by the FAA. Banking and Cash Management functions include the administration and recording of inflows to and outflows from the Consolidated Revenue Fund, and the negotiation and tendering for banking services and facilities required by the government. Its activities include the issue of Receiver General Payments, the management of the deposit of all monies collected by the government, and placement of excess funds in interest earning accounts at Canadian financial institutions, and the settlement for redeemed government payment instruments, (cheques, direct deposit payments, electronic payments, and Unemployment Insurance warrants). There is also an internal automated functional test and office automation facility to support GOS business operations.

♦ Central Accounting and Reporting Sector

Carries out its Receiver General central accounting and reporting responsibilities through the maintenance of the Accounts of Canada; the preparation of interim financial reports including the monthly statements of financial operations; and the preparation of the Annual Public Accounts. To carry out these responsibilities, the Sector maintains the Central Accounting Systems (CAS) and offers optional financial systems and accounting services. These systems and services, in support of common administrative functions within the departments and agencies, include the Common Departmental Financial System (CDFS), FINCON, Departmental Reporting System (DRS), Ad Hoc Reporting and Downloading (AHRD) and FINCAP. Operating costs for most of the optional services are recovered from customer departments. Central Accounting and Reporting Sector is also responsible for the implementation of the Financial Information Strategy (FIS).

FIS is a joint Public Works and Government Services Canada (PWGSC)/Treasury Board (TB) strategy for satisfying government-wide financial needs and implementing a private sector model of accounting in the Government of Canada. Under FIS, PWGSC is responsible for developing, implementing and operating financial systems in accordance with the policies and standards framework provided by the Treasury Board.

Within PWGSC the FIS Transition Directorate is responsible for co-ordination of FIS implementation of the Receiver General and Compensation Systems including development and implementation of the Central Financial Management Reporting System (CFMRS).

♦ Compensation Sector

Authority and responsibility for the pay and benefits function for federal public servants are shared by all Government departments and agencies. The Treasury Board manages the compensation function for employees who staff the Government's departments and many of its agencies; individual departments and agencies administer day-to-day pay and benefits operations; and Crown Corporations and other separate employers manage and administer compensation for their respective employees.

This sector is responsible for the administration of compensation systems such as the provision of pay, pensions, insurance, operational activities, training and advisory services on a government-wide basis through such products as Public Service Pay and Superannuation, RCMP Compensation, Canadian Forces Superannuation and Members of Parliament Retirement Allowances and Judges Pensions. Delivery of these services is accomplished through a national network of 6 service offices which respond to approximately 150 departments and other federal organizations.

♦ Corporate Policy and Planning Sector

The Sector is responsible for strategic and corporate planning, corporate policy and cabinet and corporate services. It is also responsible for analysis of corporate issues, departmental co-ordination of government-wide initiatives, and provides research and executive committee support to the Minister, Deputy Minister, Business Board, and the interdepartmental Procurement Strategy Committee and Procurement Review Committee.

♦ Finance Sector

The Sector plans, develops, administers and monitors financial management framework, policies, systems, processes, procedures, and practices for the Department. It provides financial planning, analysis and reporting services, including the production of departmental management reports and submissions of the year end Public Accounts. It is responsible for the preparation of the Annual Reference Level Update (ARLU) exercise and information for the Main Estimates, and coordinates all financial input to the Departmental Business Plan, the Report on Plans and Priorities and the Report on Performance. The Sector develops and coordinates the implementation of quantitative measures to assess the operational performance of PWGSC Branches. It provides authoritative advice to HQ and regional management on central agency and departmental policies. Finance develops a framework of financial services delivery in the regions and supervises its application. It also develops and implements a framework of well thought out advice concerning the activities of the Special Operating

Agencies. Financial management services are provided in an efficient fashion, in the areas of the financial transactions of the Department, travelling expenses, the relocation program and cash management. The Sector is also responsible for the development, maintenance and operation of financial corporate systems and processes internal to PWGSC.

♦ Office of the Corporate Secretary

The Office of the Corporate Secretary (OCS) is a Directorate within the Government Operational Service Branch of PWGSC. Its mandate is to provide support and to act as a focal point on departmental issues and activities, and to administer related programs for the Minister, the Deputy Minister and the Departmental Executive Team. The OCS is divided into three units: Access to Information and Privacy, Executive Services and Ministerial Correspondence.

Government Telecommunications and Informatics Services Branch

Government Telecommunications and Informatics Services (GTIS) is a common service organization within Public Works and Government Services Canada (PWGSC). The GTIS mandate is to deliver Information Management (IM) and Information Technology (IT) services in support of the PWGSC operations and business lines, and facilitate universal information access and electronic transactions throughout the government and its client community using the government IM/IT infrastructure. In response to the government focus on modernizing service delivery to Canadians and non-Canadians through the use of IM/IT, GTIS is moving forward with client-centric, cross-jurisdictional and robust infrastructure for electronic commerce and electronic service delivery as the preferred means of doing business.

In conjunction with the Chief Informatics Officer, Treasury Board Secretariat, GTIS participates in the realization of the vision presented in the Blueprint for Renewing Government Services Using Information Technology in developing and implementing shared and common applications and the government IM/IT infrastructure. GTIS also provides access services for interconnecting other departments to the PWGSC common and central applications, and places special emphasis on the necessary infrastructure components for implementing electronic commerce.

On behalf of PWGSC, GTIS performs the role of designated IM/IT authority and manager of the departmental information holdings. This includes providing policy, standards, and planning services, including the annual Information Management Plan. GTIS chairs the departmental Information Management Committee that provides executive coordination and oversight for the IM/IT initiatives department-wide.

GTIS is structured to deliver IM/IT services in the areas of Application Management Services, Network and Computer Services, and Telecommunications Services.

♦ Application Management Services Sector

The Application Management Services (AMS) Sector provides value-added design, development, implementation and support of IM/IT applications to PWGSC and other departments. The AMS Sector strives to be a supplier-of-choice to the government-wide community for developing, supporting and integrating common administrative applications and infrastructure, and to be acknowledged by its partners and clients as an employer of competent professionals who deliver measurable efficiencies through the management of information and technology. AMS has demonstrable experience in the development and support of both large-scale, government-wide applications, and smaller, leading-edge technology applications. A broad spectrum of functional areas are represented in the work conducted by AMS: compensation, personnel, property and assets management, financial management, and acquisition and supply systems. AMS offers a comprehensive range of services that are grouped into five areas: Application Development, Application Support, Integrated Business Solutions, Application Development Environment, Cross-Functional Business Analysis, and IT Educational Services.

♦ Network and Computer Services Sector

The Network and Computer Services (NCS) Sector maintains, supports and improves PWGSC network and informatics systems with a customer-oriented and value-added focus. The Sector provides computer and network operations and services for all applications on all technology platforms managed by GTIS. NCS provides the day-to-day technical support for the GTIS national IM/IT infrastructure and distributed computing, as well as end-user support services to clients in their use of local area networks. The Sector also prepares, tests and implements foundation and business systems to operate in both mainframe and client-server environments, participates in the development of the technology support infrastructure for several major systems, and provides data centre management services to several departments.

♦ Telecommunications Sector

The Telecommunications Sector has the mandate of delivering common telecommunications services to the government-wide community, and providing telecommunications services to PWGSC. The Sector, acting as a broker of telecommunications services, uses its technical expertise to leverage the buying power of the government as the largest consumer of telecommunication services in Canada, and provide departments with the highest quality telecommunications services at the lowest prices. Furthermore, it manages telecommunications contracts and services for PWGSC

and other departments. Through its Government Telecommunications Architect Program, the Sector plays the leading role in the coordination, planning and implementation of the Government Enterprise Network (GENet) infrastructure. The Sector uses the PWGSC network as a model user/living lab to refine services that can subsequently be deployed across government. The Sector provides a range of electronic commerce services that enable departments to execute electronic transactions both internally and externally in a secure and effective manner.

♦ Integrated Business Services Sector

The Integrated Business Services (IBS) Sector has the mandate of providing horizontal business support to GTIS operations, both in headquarters and in the regions, and assisting in the harmonization of critical business functions, including planning and performance measurement. The IBS Sector offers a comprehensive range of services that are grouped into seven areas: Client Services to promote IM/IT products and services to departmental customers and the federal government community in the National Capital Area; IM/IT Architecture related to the development and coordination of the departmental architecture, including IT standards; Information Operations to manage departmental information holdings, including records, libraries, mail distribution, forms management and design, and electronic manuals and directives; IT Security to ensure optimal IT security department-wide, including awareness training, inspections and investigations in conjunction with the Royal Canadian Mounted Police, and security certification and accreditation; Planning, Policy and Governance in the areas of strategic planning, policy development, executive support, IM/IT governance, business development and analysis, and external cooperation/partnerships; Promotion and Business Communications in the areas of internal and external communications, and GTIS Internet and Intranet; and Business Support in the areas of operational planning, administrative services, regional video conferences, and performance measurement.

Human Resources Branch

The Human Resources Branch is responsible for managing, developing, implementing and advising on a wide variety of human resources management programs and policies.

The Branch is also responsible for the development and delivery of all personnel related programs, services and systems for PWGSC. Responsibilities include classification and organization, staffing, compensation, pay and benefits, work force adjustments, human resources information systems, training and development , official languages, employment equity, staff relations, human resources planning and strategies, career development, Employee Assistance Program and the Departmental Assignment Program.

♦ Learning and Renewal Services

Responsible for the development and implementation of the corporate Human Resources strategy ; directs the development of a departmental program (policies, strategies, systems) for a fully delegated staffing and work force adjustment program in support of the Department's business strategies and renewal needs; directs the departmental program for employment equity and diversity to ensure departmental obligations under the Employment Equity Act and agreement with the Manitoba Chiefs are met and positive actions are taken to promote work force diversity, including the development of the departmental Employment Equity Plan; administers the departmental official languages program including positive initiatives in support of linguistic minorities, service to the public and language of work; delivery of writing assistance services, language training programs and services and the departmental Official Languages Plan; develops recruitment and retention initiatives to renew the work force (in terms of competencies, linguistic profile, diversity), manages special training and career development programs at the entry and feeder group levels and undertakes initiatives to promote youth employment; Provides leadership in the fields of organizational performance and learning and manages the development of a national learning strategy and curriculum based on the Department's strategic business direction.

♦ Organization and Resourcing Services

Responsible for the development of departmental policies, guidelines, processes and systems to assess organizational proposals and provides authoritative advice to departmental senior and line managers on the cost-effectiveness of organizational proposals and develops sound options on organizational design; coordinates the provision of integrated advice on the management of human resources within the context of organization changes; manages an Employee Services centre and supports the development of Career Transition Centres and skills assessment tools and products; directs the UCS Conversion Project for the department and develops the departmental competency profiles and integrated work descriptions. Manages the development and implementation of strategies and initiatives to provide services on a fee for service basis to other government departments and agencies.

♦ Human Relations and Compensation Services

Responsible for the development of departmental policies, guidelines, processes and systems for labour relations conducive to a positive work environment and the more effective utilization of human resources and for the development of compensation policies, programs and negotiating strategies to serve the needs of a dynamic decentralized department having several primary user groups; Provides authoritative advice to senior line managers and staff advisors on key issues in union-

management discussions and on the probable impact of changes to departmental programs on employee relationships and to departmental managers on human relations issues, conflict resolution and organizational behaviour and recommends means of resolutions; Manages the provision of Employee Assistance Program services to departmental managers and staff.

♦ Corporate Initiatives

Provides Branch leadership in articulating and co-ordinating the implementation of strategies and initiatives to migrate the Branch to the new business model and organizational structure and provides strategic and operational advice to the ADM and senior Branch management on critical issues related to the implementation of the new model and structure; provides coaching and mentoring services to assist Directors, Human Resources in managing the relations with their clients, identifying critical Human Resources issues in client portfolio, and delivering projects; leads Branch initiatives pertaining to La Relève; supports the DM's office, Communications Branch and the Corporate Policy and Planning Division on La Relève reporting activities; co-ordinates, facilitates and showcases La Relève activities in the department; including the management of the La Relève Intranet site.

Chairs the new Corporate Learning Strategy which assesses the scope and readiness of PWGSC as a learning organization. Also responsible for the assessment of and improvements to the departmental approach to reporting on learning activities (metrics) and develops learning frameworks for key corporate resources (Executives, Managers, etc).

♦ Performance Management and Innovation

Manages and monitors Branch performance, standards, best practices as well as all aspects of client relations to gauge service quality and client satisfaction; manages the development of new processes and the re-engineering of Human Resources business practices and co-ordinates the design, development, modification and maintenance of departmental human resource information systems; evaluates Human Resources programs, services and activities according to the Branch costing models, managing the preparation of the corporate part of the Departmental business plan relating to Human Resources management and the preparation of the Branch business plan and budget; develops performance measurement and quality management frameworks; establishing corresponding indicators; monitoring their implementation and application; co-ordinating, and analyzing results; identifying performance gaps and recommending appropriate courses of action.

♦ Director Transition

Manages the transition process, including transition planning, communications, change management strategy, client consultations and marketing, the new Branch governance structure and oversees organizational realignment. Responsible for performance management including the development of service standards and agreements and client relations program.

Real Property Services Branch

The new Real Property Services Branch (RPS) was created on May 18, 1995. It's a fundamental redesign of three former branches – Real Property, Realty and Architectural and Engineering Services. The new RPS approach is to position itself close to its clients in order to make it easy for them to do business with the Branch. It is made up of Client Service Units that act as focal points for client relations on all day to day operational requirements and Centres of Expertise in the four major business lines responsible for supporting service delivery with required skills and resources. Depending on client needs, the client service units will be dedicated to a client on a geographical basis, for a specific complex or to provide a specific product for which the client has a predominant need.

Real Property Services is led in PWGSC's five regions by Regional Directors General and in the national capital area by an Executive Director. They are responsible for the delivery of integrated real property services.

National leadership for the four business lines is provided through Directors General at Headquarters: Office Accommodation Services and Real Estate Sector, Architectural and Engineering Services and Property and Facilities Management Services.

The Office Accommodation Services and Real Estate Sector sets the framework for the custodial responsibilities of the department with respect to office space and general purpose space and non-office real property assets such as national treasures and engineering, surplus and other special facilities. In this regard, the Sector offers cost effective services to client departments and agencies in the planning, acquisition and fit-up of office accommodation. In addition, it provides leadership for the disposal of the government's real property assets, administers municipal grants and provides a full range of real estate services.

The Architectural and Engineering Services develops a national program of professional services for the design and construction of federal buildings and facilities owned by the department on an optional, revenue generating basis.

The Property and Facilities Management Sector develops a property management program both for clients who occupy PWGSC's owned space and clients who are their own custodian on an optional, revenue generating basis.

♦ Regions

The Regional Offices are responsible for the provision of all services offered by the Public Works and Government Services Administration at the regional level in Canada. To deliver its services, the operational component has been

divided into six regions within the country. They are: Atlantic Region, Québec Region, Ontario Region, Western Region, and Pacific Region. The National Office located in Ottawa, provides services for the National Capital area. These regions are responsible for the provision of services at the local level. They carry out the departments program delivery responsibilities and services in the areas of planning, property administration, real estate services, contract policy and administration, design and construction, finance and administration, purchasing offices, provide acquisition, warehousing, assets management and Crown assets distribution.

As well, they provide payroll and related functions to client department, and produce socio-economic payments such as the Child Tax Credit, Old Age Security, Guaranteed Income Supplements, Canada Pension Plan, Canadian Jobs Strategy, National Revenue Income Tax refunds, Goods and Services Credit Payments and Census payments. In addition, a specialized branch in Shediac, New Brunswick, is responsible for superannuation services.

Royal Canadian Mint

Was originally established in 1908 by royal proclamation as a branch of the Royal Mint, London, under the provision of the United Kingdom Coinage Act. In 1931, the Mint was established under statute as a branch of the Department of Finance and in 1969, as a Crown corporation under Part X of the Government Organization Act, 1969 (now the Royal Canadian Mint Act R.S.C. 1970, c. R8).

Supply Operations Service Branch

The Supply Operations Service Branch is responsible for providing supply-related common services to other government departments and agencies. These services include: requirements definition; acquisitions of goods and services; development of standards; and traffic management services. It is the responsibility of the acquisitions service to procure complex technical engineering and science products and services, as well as those that are of a commercial nature. The branch is also responsible for contracting-out research and development requirements and public awareness programs. The branch is composed of four sectors, i.e., Aerospace, Marine and Electronics Systems; Industrial and Commercial Products and Standardization Services; Science, Informatics and Professional Services; and, Supply Program Management.

♦ Supply Program Management Sector

Responsible for policy development and advice planning, systems management, materiel management, operational support, client and supplier relations and business renewal to the Supply Portfolio. The sector is composed of three directorates: Operational Support Directorate, Supply Policy Directorate, the BDP Centre of Excellence and the Supply Systems Directorate.

Operational Support Directorate:

The Directorate provides general management support to the Assistant Deputy Minister, Service Line managers, SOSB Sectors and the Regions in the areas of planning, performance measurement, supplier and client relations, and procurement-related training. Operational functions, i.e., materiel management for the department, and activities which support the procurement process, i.e., receiving and allocating requisitions; providing bid receiving and electronic bidding services; and standing offer coordination services are also provided along with administrative support for the Supply Program Management Sector.

Supply Policy Directorate:

The Supply Policy Directorate is responsible for the economic analysis of procurement-related government programs and initiatives, and the identification of procurement issues and implications; long-term procurement policy development; advice on the development and implementation of the government procurement elements of the various trade agreements; and contract reporting responsibilities on behalf of Treasury Board. This Directorate also provides up-to-date policies, procedures and advice for application by departmental procurement staff, including the development, promulgation and maintenance of the various related manuals. Finally, the Supply Policy Directorate provides expert procurement advice to other departments responsible for specific government initiatives with procurement dimensions (such as the Comprehensive Land Claims Agreements, and the Aboriginal Procurement Program)

Supply Systems Directorate:

This Directorate is responsible for the implementation of procurement-related systems and support infrastructure on behalf of regional and HQ staff. This includes the implementation of the Automated Buyer Environment (ABE), the development of data base applications (i.e., Vendor Information Management and Customer Information Management systems, the Acquisition Information Service, and Contract Statistics on the Internet (CSI).

♦ Aerospace, Marine and Electronics Systems (AMES) Sector

AMES' activities are divided between Acquisition and Major Crown Projects (MCP) service lines. The Acquisition Service Line comprises two procurement organizations: Aerospace and Electronics, and Marine and Armament. The MCP service line manages the majority of the Major Crown Projects within PWGSC. In addition, the Industrial Security Division is responsible for administering and managing the industrial security program and the U.S. Canada joint certification program on behalf of Public Works and Government Services Canada (PWGSC).

Aerospace and Electronics Procurement Directorates:

This organization is responsible for acquiring a wide range of technically-complex aerospace, electronics and electro-optical systems. These include the acquisition of military and civilian aircraft and related mechanical, electrical and electronics systems and equipment, spares, and communications and detection systems. It also acquires various services such as engineering, repair and overhaul and maintenance services, modifications component repair, and publications maintenance and revision services.

Marine and Armament Procurement Directorates:

Acquires military and civilian ships and boats, and manages ship refit, conversion and drydocking contracts. It is also responsible for acquiring a broad range of mechanical and electrical equipment including spare parts for use aboard vessels along with related services such as engineering, repair and overhaul and in-service ship maintenance.

The organization is responsible for conducting inspections on all civilian ships, boats, and associated equipment. It provides client departments with a wide variety of technical services, such as, condition surveys on ships, specification preparation and technical advice. It also acquires a wide range of technically-complex armament systems such as armoured vehicles and large and small calibre weapons and ammunition, engineering repair and overhaul and maintenance services, and spare parts support to meet federal government and foreign government requirements.

Major Crown Projects:

The Director General of AMES Sector is the Service Line Manager for Major Crown Projects (MCPs) managed by SOSB. Major Crown Projects are high risk, complex, and politically-sensitive projects valued in excess of $100 million.

The supplier base involved in MCPs covers nearly every industrial sector within Canada, and involves large companies as prime contractors, small suppliers and consultants as subcontractors.

European Directorate:

The European Directorate is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. The London Office is responsible for procurement, mainly of specialized, unique items from all countries of Europe, including the Netherlands, Italy and Scandinavian countries, other than those handled in the Koblenz Office. This office also provides a field contract administration service for major contracts placed directly from Canada, and a security clearance facility for Canadian government and industrial personnel visiting United Kingdom secure facilities. The PWGSC office located in Koblenz, Germany, supports Canadian Forces in Europe and Canada through purchases from continental Europe. Koblenz provides Receiver General services to the Department of National Defence in Europe as well as Crown Assets disposal services.

Washington Directorate:

The Washington Directorate is located in the Canadian Embassy and provides acquisition management services for all procurements of goods and services from the United States Foreign Military Sales Program and facilitates liaison between Canadian and United States government departments. It is the only Canadian procurement office accredited to the United States armed services. It also assists and represents the Canadian Commercial Corporation (CCC) in the promotion of business opportunities for Canadian industry. The Directorate contributes to the enhancement of Canadian trade opportunities with the United States by working with the economic section within the embassy.

♦ Science, Informatics and Professional Services (SIPS) Sector

The SCIENCE, INFORMATICS AND PROFESSIONAL SERVICES (SIPS) SECTOR of Public Works and Government Services Canada (PWGSC) manages contracting for consulting, research and development, training, and informatics services; and goods such as electronic data processing systems, computer hardware and software. The Sector, whose headquarters is in the National Capital area, works in cooperation with 12 regional groups across Canada to look after science and professional services contracts for client departments. On average the Sector and the regional groups issue more than 14,000 contracts a year worth a total value of $2.2 billion. These cover: science and technology-related requirements in both the natural sciences and human sciences; informatics systems and services; professional, technical, and specialized services; services for foreign governments and international agencies through the Canadian Commercial Corporation (CCC) and the Canadian International Development Agency (CIDA).

Science Directorate:

Is responsible for the procurement of government science and technology requirements, including research and development, data collection, feasibility studies and prototype development for subjects ranging from satellites and solar energy to sample analysis, food research and transportation technology. This Directorate is composed of the Space, Science and Communications Division and, Defence Sciences Division, Earth Resources Division, Human, Life and Environmental Sciences Division, as well as the Space Station Project office which is a Major Crown Project managed on behalf of the Canadian Space Agency (CSA)

The Science Directorate also provides services designed to help customer departments effectively deliver and administer their contracting programs. The Unsolicited Proposals Brokerage Service (UPBS) offers a single point

of entry for submission of innovative science and technology proposals from the private sector and provides the liaison between the public and potential government sponsors. In addition, the Directorate offers the UPBS Information Technology which encourages proposals for the application of information technology in government operations; Science Culture Canada, administered on behalf of Industry Canada which sponsors projects and activities that raise public awareness of scientific and technological issues; and, Radarsat User Development Program (RUDP), administered on behalf of the Canadian Space Agency and designed to develop value-added services and products for RADARSAT.

Informatics Procurement Directorate:

Provides procurement services and contract management services for the informatics services and systems required by federal government departments and agencies to efficiently administer their programs. The business is focused on the following: Treasury Board shared systems initiatives, facilities management, informatics professional services, software applications development, software licensing; technology-assisted learning, software and hardware maintenance, data entry, information retrieval and information archival services. In addition, the Directorate provides an Informatics Professional Services (IPS) procurement tool, in the National Capital Region called the Online IPS Marketplace which provides departments with direct access to self-registered suppliers via the Transac Bulletin Board Service. The Directorate also procures photocopying machines, printing and duplicating equipment, Supercomputer Systems; Mainframe Computer Systems; Minicomputer Systems; Microcomputer Systems (including benchmark testing); Telecommunications Systems; Systems Integration Services; Local and Wide Area Networks; and, Microcomputer Operating Systems and Applications Software.

Professional Services Directorate:

This Directorate is responsible for training services of all types, translation services, program reviews, business process reengineering services, financial, general, material, personnel and marketing management as well as collection agency, financial accounting, verbatim reporting, auctioning, custom brokerage and temporary help services.

Technical and Specialist Services include the contracting for facility operations including operations of military bases and satellite stations, security services, health care, banking, engineering services, accommodation and food services, relocation services, insurance and risk management, aircraft operations and support services, aerial and satellite remote sensing, and technical, mapping and inspection services to client departments.

This Service operates on a fully optional basis in the provision of expert contracting services to its clients. Privatization and Alternate Service Delivery (ASD) initiatives of various government departments and agencies has resulted in TSSD contracting out of specialized services previously done in-house.

Management and Business Services Directorate:

The Directorate is accountable for providing strategic advice to all levels of management within the sector to promote sound and effective practices, and directing the development, implementation and management of the framework, policies, directives and processes required to provide sustaining functions for the Sector in the areas of business planning, policy, executive support, information services, financial management, training, performance measurement, quality management and administrative systems support, including allocations, system administration and related activities. The Directorate produces the R&D Bulletin and delivers it via the Internet and the Transac Bulletin Board. This publication contains information on government science contracts awarded on behalf of federal government departments and agencies. The Directorate also manages the Homebased Disabled Program for the Sector.

Crown Assets Distribution Directorate:

The Crown Assets Distribution Directorate (CADD) provides functional management and support to the eight (8) regional Crown Assets Distribution Centres (CADC) in the disposal of all crown-owned assets declared surplus by federal departments, agencies and Crown Corporations located in Canada and abroad so as to achieve best value for the Crown. Each CADC acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada. CADD has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Seized Property Management Directorate:

Pursuant to the Seized Property Management Act, it provides management services in relation to property seized or restrained in connection with federal prosecutions. SPMD's functions include: pre-seizure advice; control and maintenance of seized property; management of restrained property; appraisals; advancement of monies to preserve property; inspections; disposal of property and allocation of proceeds; satisfaction of claims; and record keeping.

♦ Industrial and Commercial Products and Standardization Services Sector

The Industrial and Commercial Products and Standardization Services (ICPSS) Sector of Public Works and Government Services Canada (PWGSC) buys custom-manufactured products as well as commercial, off-the-shelf products and services that are essential to the daily operations of client departments. ICPSS buys goods ranging from clothing to food to prefabricated buildings, and services such as travel and overseas

shipping. Purchasing is done by four product directorates. The Canadian General Standards Board (CGSB) develops standards and offers a wide range of related services to meet government needs. The Business Development and Operations Directorate provides program and administrative support to the Sector's line directorates.

Canadian General Standards Board:

The Canadian General Standards Board (CGSB) develops standards and offers programs that list suppliers meeting those standards. CGSB offers a wide range of services to meet government needs, including development of standardization products, conformity assessment, and quality system registration. These services cover a wide variety of areas such as office furniture, paints, petroleum, textiles, non-destructive testing, transport of dangerous goods, and includes standardization products which support sustainable development.

Commercial and Consumer Products Directorate:

The directorate is responsible for the acquisition and product management of a wide variety of products such as food, drugs, scientific items, clothing and textiles, as well as furniture and office supplies. In addition, the Directorate buys agriculture and fishery products, forage and feed, medical supplies, laboratory and scientific/photographic equipment, and provides design advice for clothing, textiles, accessories and related equipment. It also contracts for a wide range of standard and custom-manufactured products and service requirements (with the exception of professional and printing services), including but not limited, to warehousing and storage, catering, linen rental and laundering.

Business Development and Operations Directorate (BDOD):

The Business Development and Operations Directorate (BDOD) provides program and administrative support to the ICPSS line directorates. Among its responsibilities are promoting and coordinating the Sector's commodity management activities; supporting client and supplier relations activities; managing the implementation of procurement and office automation technology to meet the business requirements of the Sector; providing operational support and advice on administration, operational planning, procurement policy and contract quality assurance; and ensuring that the training and development needs of the Sector are identified and addressed.

Traffic Management Directorate:

Manages the Government Travel Service, the Central Removal Service, and Government Travel Card. Publishes the Government Hotel and Car Rental Directory. Manages the Central Freight Service, overseas shipping, and transportation contracting and analysis.

Logistics, Electrical, Fuel and Transportation Directorate:

Is responsible for procurement and commodity management of a wide variety of products and services which include special and standard vehicles, industrial vehicles, logistics support equipment, petroleum products, industrial chemicals, compressed gases, goods and services in support of vehicle fleets, electrical and electronic goods and a vast range of products grouped under security, firefighting and test equipment.

Real Property Contracting Directorate:

The Directorate provides real property contracting services (construction, maintenance and architectural and engineering consultant services) in the National Capital area and is the centre of expertise within the Department for real property contracting activities.

Translation Bureau

The Translation Bureau became a special operating agency on April 1, 1995. The Bureau provides general and specialized translation, interpretation and other related linguistic services in both official languages and in over 150 other languages, including sign language, to Parliament, the courts, official conferences, federal government departments and agencies and provincial and foreign governments and other public sector entities. It also provides terminological research, harmonization and standardization, and develops the Linguistic Databank of Canada TERMIUM®. Regional offices provide services in St. John's, Charlottetown, Halifax, Moncton, Quebec, Montreal, Toronto, Winnipeg, Calgary and Vancouver.

♦ Client Services

Client Services' primary functions are to develop, maintain and manage business relationships with federal government clients for the Bureau's products and services, including terminology products and publications.

♦ Parliamentary Translation and Interpretation

Parliamentary Translation and Interpretation provides translation services to Parliament in the official languages, as well as interpretation services in all languages, including sign language, to Parliament and to federal departments and agencies.

♦ Terminology and Standardization

The Terminology and Standardization Directorate is tasked with supporting the translation and interpretation operations of the Translation Bureau by providing terminology products and services and in particular, by managing the federal government's terminology data bank, TERMIUM®. The Directorate establishes and standardizes the terminology used in the Public Service, coordinates the terminology standardization activities of federal organizations and, with these objectives in mind, collaborates with linguistic research and standardization

centres in Canada and abroad. The Directorate also participates in the federal program for promoting the official languages in Canadian society.

♦ Translation Operations

Translation Operations provides general and specialized translation services and related linguistic services in both official languages and in over 150 other languages for federal departments and agencies and other clients. In addition to the services provided in the National Capital Region, Translation Operations has regional offices in St. John's, Charlottetown, Halifax, Moncton, Québec, Montréal, Toronto, Winnipeg, Calgary and Vancouver.

Information Holdings

Program Records

Audit and Review Branch

Audit

Description: This information holding contains completed audits, both approved and not approved, on departmental programs and activities; the audit file includes terms of reference, assessments, audit methodology, analysis recommendations, action plans and follow-up; the holding includes a multi-year audit plan and fiscal year audit schedule. Audits are conducted within every organizational element of the department and allow an independent assessment of the efficiency and effectiveness of the department in the achievement of policy implementation, resource deployment, objectives and identifies areas where improvements are required. ***Program Record Number:*** PWGSC CSB 265

Auditor General

Description: The holding contains documentation relating to subject matters addressed in the annual Auditor General Report, and prepared in response to questions raised by the Auditor General. ***Program Record Number:*** PWGSC CSB 235

Canadian International Trade Tribunal (CITT)

Description: A review of the procurement process is conducted when a complaint is received from a potential supplier. This holding contains the query from the supplier, copies of the contract or portions thereof, the government's response to the complaint, the Canadian International Trade Tribunal determination, reports and correspondence related to the complaint. The status of a complaint can be monitored by the CITT Complaint Tracking system. ***Program Record Number:*** PWGSC CSB 320

Post Award Contract Review

Description: This information holding provides an independent review of the procurement process in the department. The review monitors the contracting process and identifies problems and discrepancies in the interpretation and application of Supply Program policies and procedures. Contract files are randomly selected and temporarily held while a review of the documentation and the procurement process are conducted. ***Program Record Number:*** PWGSC CSB 250

Communications Branch

Communications Strategies

Description: Information on the planning and management of internal and external communication activities and the writing, editing, design and production services for communications deliverables. ***Topics:*** Publications and creative services; audiovisual and exhibition services. ***Storage Medium:*** Files, slides, photos, films, video cassettes. ***Program Record Number:*** PWGSC CSB 310

Departmental Briefing Books

Description: This information holding provides the Minister and senior management with an overview of the department and contains data on the history and organization of the department, including an introduction to the department, a description of each service line, identifies current issues and provides a financial management overview. ***Program Record Number:*** PWGSC CSB 225

Media Relations

Description: Information on media and public relations, including press releases, press clippings, responses to questions from the media. ***Program Record Number:*** PWGSC CSB 315

Communications Coordination Services Branch

Access by Telephone

Description: Information on how to obtain information on federal government programs and services by telephone. ***Topics:*** Telephone referral services; blue pages; toll-free services; and access to Members of Parliament. ***Program Record Number:*** PWGSC CCC 215

Depository Services

Description: Information on publications issued by the Canadian federal government. ***Topics:*** Federal publications. ***Access:*** Bibliographic records accessible by author department, publication title and subject. ***Storage Medium:*** The Depository Services Program's computer database called DEPICT. ***Program Record Number:*** PWGSC SOS 050

Public Opinion Research

Description: Information on the collection of all information intended to be used either directly or indirectly for any activity carried out by government institution.

Topics: Any current activity or event in which the government may have an interest in determining public opinion, e.g. substance abuse, energy, conservation , environmental protection, etc. ***Access:*** Information is stored in hard copy on files arranged by project. ***Program Record Number:*** PWGSC GOS 315

Publicity and Promotion

Description: Information on activities concerned with the merchandising of products. ***Topics:*** Subject lists; book fairs, expositions and trade shows. ***Program Record Number:*** PWGSC SOS 035

Service Bureaus

Description: Information on how to obtain information on federal government programs and services from walk-in facilities. ***Topics:*** Service buries (by province); satellite offices; and Members of Parliament. ***Program Record Number:*** PWGSC CCC 210

Consulting and Audit Canada

Consulting and Audit Services

Description: Information related to assignments conducted for public service clients. ***Topics:*** AUDIT SERVICES – Internal Audit Review and Management Services: identifying, managing and meeting the internal audit, review and management needs of departments and agencies; conducting special investigations, audits including informatics audits, and related services including risk analysis for senior management of departments and central agencies; and developing skilled audit resources for the government community. Cost Audit Services: auditing of government suppliers before, during and after the awarding of contracts, including major Crown projects. Contribution Audit Services: auditing of the recipients of government funds to ensure that their claims are in accordance with the terms and conditions of the agreements. Compliance Audit Services: auditing of organizations to ensure that they are complying with federal government statutes and regulations. CONSULTING SERVICES – Review and Assessment Services: provide traditional evaluations, including frameworks and assessments, less formal reviews (including operational and organizational review, "make-or-buy" and assessments of pilot projects. Organization and Program Management: assisting managers in determining and implementing the most effective and efficient way to organize and deliver a particular service or product to the public or internal clients. Project Management: development of policies, procedures, systems and training for effective project management. Information Management: development and assessment of strategic plans and policies for IM/IT, management of projects and introduction of enabling practices and technologies. Shared Systems Support Centre: in partnership with the Treasury Board Secretariat offers shared systems solutions for product management and professional services, information services and administrative support services. Economic and Regulatory Services: offers services in regulatory impact analysis and process management. It is the centre of expertise for economic and quantitative analysis. Environmental Management: analysis and evaluation of sustainable development, environmental and resource issues, and improvement of decision support methods. Conflict Management and Organizational Development Services: provides an array of services focused on developing and implementing solutions for public sector managers in the areas of organizational and interpersonal conflict. Services include the provision of conflict awareness and training workshops, development of intervention plans and assistance in their implementation, mediation sessions, group facilitation, and upward feedback. Financial Management Services: assessment and implementation of improvements and innovations in the methods and systems employed to manage financial resources. Innovative Management and Services Delivery: business planning and the analysis and implementation of alternative service delivery options and structures. International Practice: planning, monitoring and evaluation of Canadian aid projects and assistance to foreign governments in public sector reform. ***Access:*** Files arranged by subject, assignment number, and client program number. Requests for access to report titles may be directed to PWGSC whereas requests for access to specific reports should be directed to the client departments concerned. ***Storage Medium:*** Computer, audio and video tapes, disks, slides, and transparencies. ***Program Record Number:*** PWGSC CAC 135

Corporate Implementation Group (CIG)

Special Projects – (CIG)

Description: Information related to assignments conducted for the Deputy Minister such as Program Review 1 and 2; Accountability and governance frameworks; Employee Takeover framework; DM Task Force on the Management of Overhead Services; Architectural and Engineering Services Outsourcing; and the Crown Corporations, and related issues. ***Access:*** Files arranged by subject. ***Storage Medium:*** Computer and working files. ***Program Record Number:*** PWGSC CIG 005

Government Operational Service

Access to Information and Personal Information Requests

Description: Correspondence between Canadian citizens and/or permanent residents and federal government departments regarding requests for access to records held by PWGSC. This holding contains all existing correspondence between the Department, people making requests, third parties, other institutions, as well as documentation related to investigations conducted by the Information Commissioner and the Privacy Commissioner. ***Access:*** By file number, contract number,

and/or name of firm or topic. ***Program Record Number:*** PWGSC GOS 300

Accounting Administration Products
Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. ***Topics:*** Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services; (activities to maintain the central government accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). ***Storage Medium:*** Microfiche and computer. ***Program Record Number:*** PWGSC GOS 130

Billing
Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. ***Topics:*** Revenue received; recoverable amounts; and invoice or contract. ***Access:*** Files arranged by subject, department and contract number. ***Program Record Number:*** PWGSC CSB 100

Cabinet and Corporate Services
Description: Information on Cabinet activities and summaries of memoranda presented to various Cabinet committees. ***Topics:*** Summaries of memoranda presented to Cabinet by various sponsoring departments on matters of national and international concern. ***Access:*** Computer files and hardcopies classified by Cabinet committee, year and memorandum number. ***Storage Medium:*** Paper and computer files are held and classified by Cabinet committee members ***Program Record Number:*** PWGSC CSB 295

Campaigns (United Way)
Description: Information on general support to the organizational units. ***Topics:*** National and regional campaigns; and mailing list – chairpersons across Canada. ***Program Record Number:*** PWGSC GOS 115

Central Accounting
Description: The Receiver General maintains records for the central accounts of Canada and produces reports from these records. ***Topics:*** Central accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; annual preliminary financial statements and monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. ***Access:*** Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. Access requests for records of individual departments or agencies should be directed to the department or agency concerned. ***Storage Medium:*** Central data bank is in machine readable form at headquarters. ***Program Record Number:*** PWGSC GOS 145

Corporate Planning
Description: The holding contains information on the development and issue of strategic planning documents, which define the key priorities on which the department will focus on a medium to long term basis, information pertaining to various corporate studies. ***Topics:*** Corporate Planning, Business Plan, Report on Plans and Priorities, Departmental Performance Report, Performance Measurement, strategic directions; and business plan analysis in support of the Business Board. ***Access:*** Electronic and hardcopy files classified by subject. ***Program Record Number:*** PWGSC CSB 240

Corporate Policy Development
Description: Contains information on the development of departmental policies and positions which conform with government wide policies and programs. These holdings include: Memoranda to Cabinet and supporting documentation; Treasury Board submissions; position papers; minutes of internal and interdepartmental meetings and briefing material for senior management. ***Topics:*** Environment, government procurement, defence, regional and industrial development, aboriginal agreements, federal real property, alternative service delivery. ***Access:*** Hard copy files classified by subject, chronologically. ***Storage Medium:*** Paper files. ***Program Record Number:*** PWGSC CSB 280

Financial Analysis
Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies, and the identification of various financing alternatives. ***Topics:*** Budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. ***Access:*** Files arranged by subject, project and company. ***Storage Medium:*** Files arranged by subject, project and company. ***Program Record Number:*** PWGSC GOS 095

Insurance Administration Products
Description: Information on the administration of employee benefit plans such as determination of eligibility, maintenance of records, issue of statistical and other reports, and preparation and distribution of instructions to

users. ***Topics:*** Public Service Health Care Plan; Public Service Management Insurance Plan; Disability Insurance Plan; Public Service Dental Care Plan and Post-Retirement Life Insurance Plan ***Access:*** Files arranged by subject. ***Storage Medium:*** Microfilm, computer and cards. ***Program Record Number:*** PWGSC ROD 080

Memoranda of Understanding
Description: Memoranda of Understanding that the Department has ratified with Branches within the Department, with other federal departments, agencies or Crown Corporations, or with provincial, territorial or foreign governments. ***Program Record Number:*** PWGSC GOS 290

Ministerial Correspondence
Description: The processing sequence for the Minister and Deputy Minister correspondence can be followed using the Correspondence Control Manager (CCM). All correspondence is scanned and originals are retained in the Ministerial Correspondence Office. ***Program Record Number:*** PWGSC GOS 270

Pay Administration Products
Description: Information on administrative services required for the disbursement of pay; such as input, the compilation, calculation and issuance of pay; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures. ***Topics:*** Public service pay, Royal Canadian Mounted Police pay, House of Commons pay, Canadian Forces pay. ***Access:*** Files arranged by subject, by department. ***Storage Medium:*** Magnetic tapes, microfilm database, hard copy. ***Program Record Number:*** PWGSC GOS 090

Payment Products:
Description: Information on the maintenance of records and the making of payments for certain national socio-economic programs and tax-based programs, and government administration, and provision to client departments of related financial and statistical information. ***Topics:*** Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; Canadian Jobs Strategy; file maintenance on all of the above; Canadian Pension Commission; War Veterans Allowance; agricultural subsidy; and government annuity payments; Child Tax Benefit, Income Tax refunds, Goods and Services Tax credits and refunds, and suppliers accounts. ***Access:*** Access requests for individual cheques or payments should be directed to the program department concerned. ***Storage Medium:*** Microfilm and computer. ***Program Record Number:*** PWGSC GOS 125

Pension Administration Products
Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements reports and instructions, for those pensions covered by the Public Service Superannuation Act and other retirement acts. ***Topics:*** Superannuation payments for public service, Royal Canadian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. ***Access:*** Access requests for individual cheques or payments should be directed to the program/department concerned. ***Storage Medium:*** Microfilm and computer. ***Program Record Number:*** PWGSC ROD 075

Personnel Information Products
Description: Information to assist client departments and agencies on personnel matters and processes. ***Topics:*** Extracts from public service pay; information related to personnel functions including Leave, Classification, Pay and Benefits, Staffing, Exclusions, Access to Information, Entitlements and Deductions, Workforce Adjustment and Second Language Evaluation. This information may be government-wide or department specific. ***Storage Medium:*** Computer ***Program Record Number:*** PWGSC GOS 160

Planning (United Way)
Description: Policies, agendas, minutes of meetings and responsibility for providing information on Treasury Board union dues check-off, union support, pledge forms, payroll stuffers, and pay deductions. ***Topics:*** Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts. ***Program Record Number:*** PWGSC GOS 110

Public Money and Banking
Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; establish government banking services; receive, transfer, hold, earn interest on, and make and control disbursements of public money. ***Topics:*** Bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; contracts for services; cheques issued, redeemed, and outstanding; and enquiries and investigations. ***Access:*** Files arranged by Cheque Redemption Control Directorate; files associated with the cheque redemption and reconciliation process, and enquiries are organized by serial/cheque numbers. Access requests about individual payments should be directed to the program/department concerned. ***Storage Medium:*** Machine readable records for bank facilities at headquarters. Cheque records and related machine readable records are at the Matane, Quebec office. ***Program Record Number:*** PWGSC GOS 140

Reports and Audits (United Way)
Description: Yearly assessments and money collected during the year. ***Topics:*** Statistics; progress reports; post-campaign evaluation; and campaign results. ***Program Record Number:*** PWGSC GOS 120

Government Telecommunications and Informatics Services Branch

Government Telecommunications Services
Description: The Telecommunications Sector of GTIS provides a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data systems, Government of Canada telephone directories, and professional and advisory services. In addition, the Telecommunications Sector, in consultation with customer departments and agencies, carries out the Telecommunications Architect function which is committed to the development of strategies and plans for government-wide telecommunications systems. ***Topics:*** Systems: data, dedicated, voice, shared, intercity network consolidation, teleconferencing; coordination: guidelines and standards, interdepartmental coordination; telecommunications projects, research, policy and planning. ***Program Record Number:*** PWGSC IMS 165

Human Resources Branch

Complaints – Official Languages
Description: This databank contains the complaints made under the Official Languages Act. ***Storage Medium:*** A computerized databank records all complaints. Copies of complaints are kept in the Human Resources Planning Branch, HRS. ***Program Record Number:*** PWGSC HRS 280

Personnel Management
Description: Information on personnel management policies, practices and procedures. ***Topics:*** Classification; staffing; human resources; occupational health and safety; official languages; salaries and wages; employee relations; training and development. ***Access:*** Files arranged by subject. ***Program Record Number:*** PWGSC HRS 305

Real Property Services Branch

Buildings and Lands
Description: Information on the provision of real estate services to government departments and agencies. ***Topics:*** Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; transfer and zoning of land. ***Storage Medium:*** Machine-readable records, microfiche, drawings, plans, maps. ***Program Record Number:*** PWSGC RPB 045

Design and Construction
Description: Construction programs. ***Topics:*** Construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. ***Storage Medium:*** EDP systems, slides and film, brochures, microfilm, photographs. ***Program Record Number:*** PWGSC RPB 025

Emergency Planning
Description: Records relating to departmental corporate level participation in all the emergency preparedness planning activities at the federal level. They include files relating to intergovernmental, interdepartmental and intradepartmental emergency planning matters such as committee meetings, consultations, plans, procedures and organizations. Other files relate to previous emergency plans and procedures, the testing and exercising of plans and procedures to provide response to future peacetime and wartime emergencies. ***Topics:*** The files include intergovernmental, interdepartmental and intradepartmental emergency planning matters such as committee meetings, consultations, plans, procedures and organizations. ***Storage Medium:*** Information is stored on computer systems, plans, photographs, maps, films, tape and microfilm. ***Program Record Number:*** PWGSC CSB 255

Energy Conservation
Description: Information on Public Works and Government Services energy conservation program. ***Topics:*** Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. ***Storage Medium:*** Machine-readable records, photographs, cartographic records, microfilm videotapes, and disc storage. ***Program Record Number:*** PWGSC RPB 055

Maintenance and Repairs
Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. ***Topics:*** Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; lock boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. ***Storage Medium:*** EDP systems, maps, plans, photographs. ***Program Record Number:*** PWGSC RPB 065

Municipal Grants
Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real

property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. ***Access:*** Files are arranged by region from east to west with their taxing authorities in alphabetical order. ***Storage Medium:*** Maps, sketches, plans, photographs and electronic database. ***Program Record Number:*** PWGSC RPB 090

Physical Security
Description: Information on physical security in federally controlled structures. ***Program Record Number:*** PWGSC RPB 075

Project Files
Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving. ***Topics:*** Planning and design; consultants;-tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC 015); materials and equipment. ***Storage Medium:*** Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications. ***Program Record Number:*** PWGSC RPB 030

Property Development
Description: Information on federal land management. ***Topics:*** Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography... ***Storage Medium:*** Maps, plans, photographs. ***Program Record Number:*** PWGSC RPB 050

Property Inventories
Description: Inventories of properties owned or leased by the federal government and its agencies. ***Topics:*** Inventories; Directory of Federal Real Property inventory; Public Corks and Government Services Canada real property inventory. ***Storage Medium:*** EDP systems, microfilm records, maps, survey plans, photographs, prints, and film. ***Program Record Number:*** PWGSC RPB 060

Real Property
Description: Information on the provision of accommodation and related services to government departments and agencies. ***Topics:*** Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. ***Storage Medium:*** Machine-readable records, maps. ***Program Record Number:*** PWGSC RPB 040

Safety
Description: Information on safety in federally controlled structures and workplace accidents and injuries involving non-contractual claims against the Crown involving Public Works and Government Services Canada facilities and operations. ***Topics:*** Environmental safety; fire prevention and protection; standards. ***Storage Medium:*** EDP systems. ***Program Record Number:*** PWGSC RPB 070

Signs and Plaques
Description: Information on the federal identity program and the design and development of standard signage. ***Topics:*** Identification of buildings; national signage program and its implementation. ***Program Record Number:*** PWGSC RPB 080

Specifications
Description: Specifications and Canadian government master specifications. ***Topics:*** Specifications – architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. ***Storage Medium:*** Microfiche. ***Program Record Number:*** PWGSC AEB 020

Surplus Properties
Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies. ***Topics:*** Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property. ***Storage Medium:*** EDP systems and microfilm records. ***Program Record Number:*** PWGSC RPB 085

Supply Operations Service Branch

Certification Programs for Products and Services
Description: Information on the establishment, maintenance and distribution of certification and qualification listings. ***Topics:*** Development of certification and qualification lists; certification and qualification panels; item certification; item qualification; and certification and qualification listing distribution. ***Access:*** Files arranged by product and company. ***Program Record Number:*** PWGSC SOS 045

Contract Administration
Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfilment of the contract. ***Topics:*** Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. ***Access:*** Files arranged by contract, company, department, and subject. ***Storage Medium:***

Computer, disc, word processor, tapes and microfiches. ***Program Record Number:*** PWGSC SOS 190

Contracting

Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease. ***Topics:*** Description of requirement; sourcing (potential sources of supply); price availability; determination; bid solicitation; contract negotiations; and contract solicitation and award. ***Access:*** Files are arranged by contract, serial number, by subject, by company and by purchase order number. ***Storage Medium:*** Word Processor, tapes, discs, microfiches and computer. ***Program Record Number:*** PWGSC SOS 185

Contracts Approval Process

Description: Procurement forms and supporting documentation requesting approval to enter into or amend a contract which exceeds Director General approval limits and ensures the proposed procurement and contract documentation adhere to policy and contract regulations. ***Program Record Number:*** PWGSC CSB 245

Industrial Security

Description: Information on security programs to protect national and international classified and other sensitive information related to government contracts and projects available to industry by government departments. ***Topics:*** Agreement and exchanges (information and exchanges (information between Canada and other Countries); classified and other sensitive industrial contracts; industrial facility security clearances or checks; industrial information protection; material and classified or other sensitive documents control; North Atlantic Treaty Organization security; industrial security training. ***Access:*** Files arranged by subject. Files are accessed by industrial security personnel with appropriate clearance level. ***Storage Medium:*** Automated system for industrial personnel security clearance or reliability check files. ***Program Record Number:*** PWGSC IMS 105

Management of Movable Assets

Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. ***Topics:*** Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (Crown-owned tooling); replacement and retirement; and disposal. ***Access:*** Files arranged by project, company, contract, and loan agreement number. ***Program Record Number:*** PWGSC ROD 065

Methods of Supply

Description: Information on methods for satisfying customer product (and service) requirements in a manner which will result in the optimum product, resource, operating and contingent cost. ***Topics:*** Make or buy (make is available within the public sector; buy is obtainable from the private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). ***Storage Medium:*** Word processor and computer. ***Program Record Number:*** PWGSC SOS 010

Project Management

Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction and services. ***Topics:*** Standards, operations; assistance; specifications; sourcing (potential sources of supply); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. ***Access:*** Files arranged by contract, subject and project. ***Storage Medium:*** Word processor and computer. ***Program Record Number:*** PWGSC SOS 015

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset. ***Topics:*** Specifications and quality assurance; make or buy; repair, overhaul, modification and maintenance cycle management; and regional distribution of work. ***Access:*** Files arranged by contract, loan agreement number, and company. ***Storage Medium:*** Computer documents, negatives and film, microfilm, photographs and brochures. ***Program Record Number:*** PWGSC SOS 025

Requirements Definition

Description: Information on the need of appropriate levels of value engineering and procurement planning, supported by goods cataloguing, clear specifications and appropriate quality assurance. ***Topics:*** Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates. ***Storage Medium:*** Word processor and computer. ***Program Record Number:*** PWGSC SOS 180

Standards and Quality Management/Assurance Services

Description: Information on technical requirements, specifications and standards for products in general recurrent use. ***Topics:*** Development of standards and specifications; standards committees, sales of publications, Electronic Catalogue (ECAT), qualification and certification listing programs to assess products, services and suppliers, registration to ISO 9000 and International Organization for Standardization (ISO). ***Storage Medium:*** Word processor and computer ***Program Record Number:*** PWGSC SOS 040

Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off highway). ***Topics:*** Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis. ***Storage Medium:*** microfiche ***Program Record Number:*** PWGSC SOS 020

Translation Bureau

Services

Description: Information on translation services, simultaneous interpretation, sign language service and other linguistic services, notably terminology, training and translation quality evaluation provided to government institutions. ***Topics:*** General; associations and organizations; bilingualism; conferences and seminars. ***Program Record Number:*** PWGSC OLP 015

Personal Information Banks

Consulting and Audit Canada

Private Sector Resources

Description: Inventories of registered private sector resources; individuals and firms. ***Class of Individuals:*** Individuals and firms of the private sector. ***Purpose:*** The information is used in the registration process by which private sector resources seek consideration for assignment work with CAC. ***Retention and Disposal Standards:*** Records are retained for three years or until updated by the registrant, whichever comes first. ***TBS Registration:*** 001371 ***Bank Number:*** PWGSC PPU 025

Skills Inventory System

Description: The system provides information on the skill sets of registered private sector resources. ***Class of Individuals:*** Individuals in any one of the following areas; translation, graphics, consulting or auditing. ***Purpose:*** To register Private Sector Resources, their skills, rates and availability. ***Consistent Uses:*** For retrieving and sorting skills information. ***Retention and Disposal Standards:*** Reviewed and updated every five years. ***Related to PR#:*** TPGSC CAC 135 ***TBS Registration:*** 004015 ***Bank Number:*** PWGSC PPU 027

Government Operational Service

Access to Information and Privacy Request Records

Description: This bank contains personal information on individuals who have submitted a request form for Public Works and Government Services Canada information banks under the Privacy Act or the Access to Information Act. Included are corrections, notations and consultations with other government institutions or third parties, exemptions, disclosures, complaints, and summation of records for Court. Documents pertaining to the processing of the request are included. ***Class of Individuals:*** Individuals making a request under the Privacy Act or the Access to Information Act. ***Purpose:*** Used for processing access to information and privacy requests only and to report on the number of requests received and processed, quarterly and annually. ***Consistent Uses:*** Personal information may be used for statistical purposes in the administration of the Privacy Act or the Access to Information Act. ***Retention and Disposal Standards:*** Information is retained for two years after the last administrative action has been taken, after which records are destroyed. ***PAC Number:*** 86001 ***TBS Registration:*** 001372 ***Bank Number:*** PWGSC PPU 080

Direct Deposit Interface Systems

Description: This bank contains information on payment data received from various payment systems for the purpose of delivering payment data to financial institutions for deposit to a recipient's account. This bank receives recipients' Financial Institution Branch and Account numbers, the user cross-reference number used by the payment system to identify the payee and the payee's name. ***Class of Individuals:*** All individuals, including federal employees and members of the general public, receiving a payment from the federal government via direct deposit. ***Purpose:*** The purpose of this bank is to effect direct deposit payments. ***Consistent Uses:*** The information in this bank is used to effect direct deposit payments and for reconciliation and inquiry purposes. ***Retention and Disposal Standards:*** All payment data is purged from the Direct Deposit Interface System (DDIS) database 120 days after due date and saved on microfiche for an indefinite period of time. The payment tape to financial institutions is retained by CRCD in microfiche form for a period of six years in accordance with payment instrument regulations. ***TBS Registration:*** 002784 ***Bank Number:*** PWGSC PPU 040

Information Disclosed to Investigative Bodies

Description: This information bank contains a copy of access requests pertaining to personal information on Treasury Board form 35056(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act to the Department of Public Works and Government Services Canada under section 8(2)(e) of the same Act. These nationwide requests are made concerning individuals for the purpose of law enforcement. The bank also contains the replies to such requests and gives particulars concerning information related to their processing. ***Class of Individuals:*** Individuals involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws. ***Purpose:*** The purpose of this bank is to document requests under section 8(2)(e) of the Privacy Act. ***Consistent Uses:*** This bank will allow for the auditing of the procedures utilized for the exchange of personal information with investigative bodies under section 8(2)(e) of the Privacy Act. ***Retention and***

Disposal Standards: Records are retained for two years after the last administrative action has been taken, after which the records are destroyed. ***PAC Number:*** 86001 ***TBS Registration:*** 001836 ***Bank Number:*** PWGSC PPU 035

PWGSCs T4A Tombstone Information Database
Description: PWGSC supplier identifier: legal name of business entity or individual: address including postal code; status of contractor (either individual, partnership or corporation); and one or more of the following Revenue Canada identifiers - SIN, Business numbers, GST/HST number, or T2 Corporation Tax number. ***Class of Individuals:*** Suppliers providing services to PWGSC. These suppliers are individuals, partnerships or corporations. ***Purpose:*** The information described above is required to enable PWGSC to issue T4A supplementary slips to its service contractors in accordance with the TB Information Bulletin of April 30, 1998. ***Consistent Uses:*** This information will only be used to issue T4A supplementary slips. ***Retention and Disposal Standards:*** Minimum of six years from the end of the last taxation year to which it relates. ***TBS Registration:*** 004154 ***Bank Number:*** PWGSC PPU 051

Standard Payment System
Description: This bank contains payment data received from various entitlement systems, financial institutions, program departments, the general public and Cheque Redemption Control Directorate. Information includes basic payment data (name and address of recipient, amount, date of issue) plus the status of the payment at various points in the life cycle and control information. The bank may also contain stub information related to the calculation of the entitlement. ***Class of Individuals:*** All members of the general public receiving payments from the Receiver General. ***Purpose:*** The purpose of the information is to support the issue and post-issue processes required by the Receiver General payment function. ***Consistent Uses:*** The data is used to effect payments, take follow-up action if cheques are lost, stolen or damaged, and respond to enquiries. ***Retention and Disposal Standards:*** Stub information is deleted when the payment is cashed or cancelled. Information on redeemed payments is retained on line for a period specified by the program department, on average four months following redemption. The data is then purged from the SPS database and transferred to tape, where it is retained for six years. The archived data is available online throughout that period. ***TBS Registration:*** 003964 ***Bank Number:*** PWGSC PPU 085

Government Telecommunications and Informatics Services Branch

Telephone Call-Detail Information
Description: This bank contains details of most commercial long-distance calls, and all Government Intercity Calling Service (GICS) calls placed from government telephones, which are provided as part of the GTIS Local Shared Services (LSS). It also includes details of all GICS calls made using government TeleCanada Card authorization codes. ***Class of Individuals:*** Anyone who has access to an LSS telephone or a TeleCanada Card can place calls which will be recorded in this information bank. This includes employees and contractors of government departments, agencies and Crown Corporations specified in Schedules 1, 2 and 3 of the Financial Administration Act; Members, employees of Members, and employees of the House of Commons; and Senators, employees of Senators, and employees of the Senate. ***Purpose:*** GTIS collects call-detail information only for purposes relevant to its legislative mandate, including the provision of information to customers to enable them to manage their operations and control their expenditures in an effective manner. ***Consistent Uses:*** Call-detail information is used by GTIS to manage, control, forecast, plan and analyze the performance of GTIS-managed government networks. The information is provided to all GTIS customers or Authorized Customer Representatives to enable them to manage and control GICS usage, allocate costs internally, and ensure that GICS-related services are used appropriately. ***Retention and Disposal Standards:*** Maintenance of call-detail information is the responsibility of the customer organization that is responsible for paying for the usage charges. Once the information has been delivered to the customer, it becomes the customer's responsibility to retain and dispose of the information in a manner consistent with the Privacy Act, the Access to Information Act and other relevant policy and legislation. GTIS ensures that the information for which it has custodial responsibility is maintained until the end of the retention period, which, for customer billing inquiry purposes, is 24 months after invoice issue. ***TBS Registration:*** 003744 ***Bank Number:*** PWGSC PPU 050

Real Property Services Branch

Consultants Inventory
Description: This bank contains information relating to firms and individuals specializing in architectural, engineering and related disciplines associated with departmental activities whose services have been, are or may be commissioned by the Department. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance appraisals. ***Class of Individuals:*** Professional and paraprofessional consultants. ***Purpose:*** This information is used to select consultants for projects administered by the Department. ***Retention and Disposal Standards:*** Information is updated continuously and is maintained for two years after removal from the inventory. ***PAC Number:*** 79010 ***Related to PR#:*** PWGSC PPU 005, PWGSC PPU 025 ***TBS Registration:*** 000703 ***Bank Number:*** PWGSC PPU 041

Contractors' Index
Description: This bank contains information relating to contractors in a variety of trades including areas such as plumbing, electrical, moving, cleaning, snow removal and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licences held, previous government work, if any, and in some cases, performance reports. ***Class of Individuals:*** General and trade contractors. ***Purpose:*** This information is used pursuant to departmental procedures to contact and select contractors and service agencies for departmental projects. ***Consistent Uses:*** The information is updated on an ongoing basis as required by suppliers and their employees. ***Retention and Disposal Standards:*** This bank is updated on a continuous basis with information supplied by contractors and departmental officials. ***PAC Number:*** 79010 ***TBS Registration:*** 000698 ***Bank Number:*** PWGSC PPU 016

Industry Personnel Clearance and Reliability Records
Description: This bank contains personal history data, fingerprints, oath of secrecy, social insurance number, consent, briefing request and authorization and citizenship documentation (if applicable), certification of reliability, credit information as well as correspondence related to the security clearance or verification of reliability of industry personnel. ***Class of Individuals:*** Canadian industry personnel. ***Purpose:*** To record security clearance and verification of reliability data on applicable Canadian industry personnel. ***Consistent Uses:*** To support decisions on the granting of personnel security clearance or reliability status in relation to classified or other sensitive contracting activity in the private sector. ***Retention and Disposal Standards:*** If not renewed, records are destroyed three to five years after date of security clearance or verification of reliability. ***PAC Number:*** 79018 ***Related to PR#:*** SSC FAS 105 ***TBS Registration:*** 001369 ***Bank Number:*** PWGSC PPU 015

List of Landlords
Description: This bank contains information relating to existing landlords with whom the department has executed lease agreements. It contains names, addresses, commencements and expiry dates of leases and length of options (if any). ***Class of Individuals:*** Landlords doing business with the Department of Public Works and Government Services Canada. ***Purpose:*** Administration of the leasing contracts on behalf of the government. ***Retention and Disposal Standards:*** Information is retained for two years. ***PAC Number:*** 79008 ***Related to PR#:*** PWC PWC 040 ***TBS Registration:*** 000696 ***Bank Number:*** PWGSC PPU 006

Personal Service Contracts
Description: This bank contains information relating to individuals under contract with the Department. It contains the contract, invoices, and payment records for these contractors. Information in this bank is held at Headquarters and in regional offices. ***Class of Individuals:*** Individuals having contracts with the Department. ***Purpose:*** Information in this bank is used to record and control payments to contracted individuals or firms. ***Retention and Disposal Standards:*** Information is maintained for six years. ***PAC Number:*** 78001 ***TBS Registration:*** 000710 ***Bank Number:*** PWGSC PPU 075

Register of Land Surveyors
Description: Realty Services retains information relating to qualified land surveyors who can perform work for federal organizations. This includes names, addresses, personal qualifications and records of past performance, if any. ***Class of Individuals:*** Land surveyors. ***Purpose:*** Information is used for the selection of land surveyors. ***Retention and Disposal Standards:*** This bank is updated on a continuous basis with information supplied by land surveying contractors. It is maintained for three years following removal from the register. ***PAC Number:*** 79008 ***Related to PR#:*** PWC PWC 045 ***TBS Registration:*** 000700 ***Bank Number:*** PWGSC PPU 070

Register of Property Appraisers
Description: PWGSC uses the Directory of Designated Members published annually by the Appraisal Institute of Canada and La Corporation des évaluateurs agréés du Québec as its primary source lists of professional appraisers. These are supplemented with unsolicited expressions of interest submitted by appraisers seeking departmental contracts. The Department also keeps records of appraisers' performance on computer or project files. ***Class of Individuals:*** Property appraisers. ***Purpose:*** Information is used for the selection of property appraisers for projects administered by the Department. ***Retention and Disposal Standards:*** This bank is updated on a continuous basis with information supplied by property appraisal firms, individual appraisers and departmental officials. This information is retained for three years following its removal from the register. ***PAC Number:*** 79008 ***Related to PR#:*** PWC PWC 045 ***TBS Registration:*** 000701 ***Bank Number:*** PWGSC PPU 030

Supply Operations Service Branch

Buyer Information
Description: This bank contains both personal and business information on potential sources for the sale of surplus Crown assets. The information held includes name, address, phone number, company warehousing and distribution capabilities, lists of commodities of interest, payment records, bids offered, successful bids, credit ratings, performance ratings on period contracts, volume of surplus goods bought and sold. ***Class of Individuals:*** Individual buying or bidding on surplus

Crown assets or companies buying surplus Crown assets for the purpose of reselling it. ***Purpose:*** To select buyers to solicit when selling surplus Crown assets; to provide trend analysis through historical statistics. ***Retention and Disposal Standards:*** Inactive records are kept for three years. Active records are amended as appropriate. ***TBS Registration:*** 003317 ***Bank Number:*** PWGSC PPU 026

Register of Suppliers

Description: This bank contains information on suppliers of materials and equipment. It contains names, addresses, commodities available from the supplier and details of previous departmental purchases, if any. Information in this bank is held at Headquarters and in regional offices. ***Class of Individuals:*** Suppliers of materials and equipment. ***Purpose:*** This bank is used to assist in the selection of suppliers. ***Retention and Disposal Standards:*** Information is maintained for two years. ***PAC Number:*** 78001 ***TBS Registration:*** 000709 ***Bank Number:*** PWGSC PPU 071

Vendor Sourcing Records

Description: This bank contains business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment or services provided, and performance reports. It may also contain personal information such as names, addresses, commodities available from the supplier, details of previous departmental purchases, if any, personal histories and characteristics, education and performance of sole proprietors or partners. ***Class of Individuals:*** Individual companies/suppliers who wish to do business with the Department. ***Purpose:*** To identify potential suppliers. ***Retention and Disposal Standards:*** Five-year retention period for automated records; two years for manual records. ***PAC Number:*** 69048 ***TBS Registration:*** 001367 ***Bank Number:*** PWGSC PPU 005

Classes of Personal Information

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging services and fleet management; and the provision of associated research, development and consulting services.

Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

Manuals

- Ad Hoc Reporting, Downloading Facility User Guide
- Administration
- Affirmative Action and Official Languages
- Architecture and Engineering Services Policy and Procedures Manual
- Business Management
- Canada Post Corporation
- Canadian Forces Superannuation Manual for Pensions Office
- Contract Policy and Administration
- Coordination of Access to Information Request System (CAIR) User Guide
- Corporate Affairs
- Corporate Communications
- Corporate Plan
- Corporate Security Manual
- Customer Manual
- Delegation of Authorities Manual
- Departmental Administrative Policy and Procedures Manual
- Departmental Index of Authorities
- Departmental Personnel Management System (DPMS) User Guide
- Departmental Planning and Coordination
- Departmental Reporting System User Guide
- Departmental Security
- Deputy Minister Directives
- Design and Construction
- EIS – Appointments and Announcements
- EIS – Directives
- Emergency Preparedness
- Environmental Safety
- Facilities Maintenance
- Family Allowance Program Policy and Procedures Manual
- Financial Management
- FINCAP (Financial Accounts Processing) Manual
- FINCON Manual
- Government Telecommunications and Informatics Services Branch
- Industrial Security Manual

- Information Management
- Information Processing – Management Manual
- Insurance Administration Manual
- Language Query
- Market-Based Charging
- Materiel and Facilities Management
- Materiel Management
- Operational Procedures Manual
- Operator's Guide to the Utilization of the Personnel Application Centre (INFOPAC)
- Organization
- Pay Office Procedures Manual
- Pay Policy and Procedures Manual
- Personnel Management
- Personnel Pay Input Manual (Manual & OnLine)
- Pharmaceutical, Medical Supplies and Related Items Catalogue
- Policy and Procedures for the Preparation of Standards
- Position User Guide
- Procedures Manual
- Project Delivery System
- Property Administration
- RCMP Pay Procedures Manual
- RCMP Pension Procedures Manual
- Real Estate Services
- Realty – Municipal Grants Administration
- Realty – Property Management
- Realty – Real Estate
- Realty – Real Estate – Leasing & Letting – General
- Realty – Real Estate – Leasing / Documentation
- Realty – Real Estate – Leasing / General
- Realty – Real Estate – Leasing Guidelines & Procedures
- Realty – Real Estate – Leasing Manual
- Realty – Real Estate – Letting / Documentation
- Realty – Real Estate – Letting / General
- Realty – Real Estate – Letting Manual
- Receiver General Directives and Information Bulletins
- Regional Operations Manual
- Regional Operations Services Procedures Manual
- Security
- Standard Acquisition Clauses and Conditions Manual
- Stocked Item Supply Catalogue
- Superannuation Administration Manual
- Superannuation Manual
- Superannuation Procedures Manuals (Contributor & Annuitant)
- Supply Manual
- Surplus Assets Management System of the Administrative Services Directorate
- Training Development Application (TDA) User Guide
- United Way Campaigns: A Guide for Managers

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Headquarters
Public Works and Government Services Canada
Communications Branch
Place du Portage, Phase III,
Hull, Quebec
K1A 0S5

(819) 956-2300

Mail: Ottawa, Ontario
K1A 0H2

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the below mentioned institutions has been designated as a reading room.

Atlantic Region

1713 Bedford Row
7th. Floor
P.O. Box 2247
Halifax, Nova Scotia
B3J 3C9

European Region

European Region Supply Centre
Canadian Dept. of Supply and Services
MacDonald House
No. 1 Grosvenor Square
London, England

Headquarters

Place du Portage, Phase III, 17A1
11 Laurier Street
Hull, Quebec
K1A 1H2

(819) 9561820

National Capital Region

Place du Portage – Phase IV
140 Promenade du Portage
Hull, Québec
K1A 0M3

Ontario Region

4900 Younge Street
Willowdale, Ontario
M2N 6A6

Pacific Region

2300650 West Georgia
P.O. Box 11538
Vancouver, British Columbia
V6B 4N7

Quebec Region

200 René Levesque Blvd., west
Room 70214
Montréal, Québec
H2Z 1X4

Washington Region

Director of Supply
Washington Region
Canadian Embassy
501 Pennsylvania Avenue N.W.
Washington, D.C. 20001
U.S.A.

Western Region

Suite 1000
9700 Jasper Avenue
Edmonton, Alberta
T5J 4E2

Québec Port Authority
Chapter 112

General Information

Background
In 1805, the Canadian government established Trinity House, whose mission was to administer the port, issue licenses to the St. Lawrence pilots and even be responsible for tending buoys. In 1858, the Canadian government created the Québec Harbour Commission to restore order on the wharves. Trinity House was disbanded in 1873 and management of the port was then transferred to the Québec Harbour Commission in 1875. The government established the National Harbours Board in 1936, which included the major Canadian ports and dissolved the Harbour Commissions. The National Harbours Board was an agent of the Crown and controled the business and service operations. This organization reported on its activities to Parliament through the Department of Transport.

Around 1983, the federal government reviewed the Canadian port management legislation and passed the Canada Ports Corporation Act. The Port of Québec Corporation was established in 1984, as well as six other Local Port Corporations. This new legislative stage resulted in the incorporation of the major Canadian port entities and brought decision-making power back to a local level.

On May 1, 1999, following the passage of the Canada Marine Act, the Canada Ports Corporation was gradually wound up to make way for a national port system managed by Canadian Port Authorities (CPA). Thus, the Port of Québec Corporation has now become the Québec Port Authority, a non-profit federal agency.

Responsibilities
The mission of the Québec Port Authority is to promote and develop shipping and serve the economic interests of the Quebec region, taking consideration of the community and the environment while ensuring its profitability. To this end, it ensures that the Port is cost-effective, develops and manages its assets efficiently, stimulates industrial activity and business growth, innovates in the port and transportation fields and preserves the port's heritage.

Legislation
- Canada Marine Act

Organization

Board of Directors
The Québec Port Authority is managed by a seven-member board of directors. The federal, provincial and municipal government each appoint one member. The other five members are named by the Québec Port Users Committee and are appointed by the Minister. The board then elects a president and a vice-president from among its members.

Executive Committee
The Executive Committee administers the Code of Ethics, reviews the compensation of the board members, the Chief Executive Officer and other officers and makes recommendations to the board in this regard.

General Management
As the administrative head of the Authority, the President and Chief Executive Officer shall discharge the duties conferred on him by the Act, the Regulations, the Letters Patent and the by-laws. He leads a team of managers consisting of the Vice-President, Operations, the Vice-President, Finance and the Vice-President, Marketing.

- **Marketing**

The Marketing Department looks after three main areas of the Authority, i.e. the port's strategic planning, development and implementation of marketing activities, tariffs as well as business and corporate communications management.

- **Operations**

The Operations Department is responsible for property management, legal affairs, technical and environmental services, maintenance, harbour master's office, security services, the marina and the lock and records management.

- **Finance**

The Finance Department looks after general accounting, finance and cash flow, computer service, human resources and purchasing and supplies.

Information Holdings

Program records

Communications
Description: Information services on the Québec Port Authority for the public and the media. ***Topics:*** press releases; media relations; advertising programs; requests for information from the public and the media; public consultation. ***Program Record Number:*** QPA COM 005

Operations
Description: Port facilities planning, design, construction and maintenance material. ***Topics:*** operations and maintenance; negotiations with tenants; plans; equipment; tenders; work orders. ***Program Record Number:*** QPA OPE 010

Finance
Description: documentation on general accounting. ***Topics:*** reports, financial statements, budgets, audit, taxes and income. ***Program Record Number:*** QPA FIN 015

Marketing and Business Information
Description: Material on the marketing plan and related studies and on economic and business forecasts. ***Topics:*** research; studies; reports, cost analysis; statistics; forecasts; goods. ***Program Record Number:*** QPA FIN 020

Tariffs
Description: documentation on the setting and revision of tariffs. ***Topics:*** wharfage, berthage and harbour dues; transit dues; passenger dues; notices. ***Program Record Number:*** QPA TAR 025

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Administration and Management Services

Buildings

Budget

Classification of Postions

Accounts and Accounting

Employment and Staffing

Finance

Training and Development

Official Languages

Acts and Legislation

Furniture and Furnishings

Pensions and Insurance

Personnel

Staff Relations

Lands

Vehicles

Audit

Personal Information Banks

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. Class of individuals: General public. ***Purpose:*** This bank processes access requests and reports the total number of request processed. Consistent use: This bank is used to report on the administration of the Access to Information and Privacy Acts. Retention and Disposal standards: Records are retained for two years and then destroyed. ***TBS Registration:*** 004318 ***Bank Number:*** QPA PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks describe above. Such personal information: requests for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

Manuals

- Québec Port Authority Letters Patent
- Québec Port Authority operational procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to information Act and the Privacy Act.

Requests for further information about the Québec Port Authority may be directed to:

Québec Port Authority
150, Dalhousie Street
P.O. Box 2268
Québec (Quebec)
G1K 7P7

Tel.: (418) 648-3640

Fax: (418) 648-4160

Royal Canadian Mint
Chapter 113

General Information

Background
The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown Corporation and now reports to Parliament through the Minister of Public Works and Government Services. The Mint is classified as a Schedule III-II Crown Corporation. Its Head Office is in Ottawa, Ontario. Its two plants are located in Ottawa, Ontario and Winnipeg, Manitoba.

Responsibilities
The Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. It also competes on the world market for contracts to produce circulating and numismatic coins and other devices such as trade dollars for foreign governments and private firms. The Mint also operates a refinery to melt, assay and refine gold and other metals.

Legislation
- Royal Canadian Mint Act

Organization

OFFICE OF THE MASTER OF THE MINT
The principal officer of the Mint is the Master (president and chief executive officer), who is also a member of the Board of Directors. The Master is supported by five vice presidents: Administration and Finance; Corporate Planning and Affairs; Manufacturing; Marketing and Sales; and Human Resources and by two Executive Directors: Communications and Legal Services.

Administration and Finance
This division is responsible for financial budgeting, analysis and reporting, receivable and payable management, treasury management and financing, risk management, information technology and systems, procurement of materials and services, and records management.

Corporate Planning and Affairs
This division is responsible for corporate planning, corporate policies, managing special projects in support of the Royal Canadian Mint's mission and goals, and establishing and maintaining liaison with central agencies of government.

Human Resources
This division is a strategic function, dealing primarily with business human resources issues and daily operational activities. Its main responsibilities in terms of strategic partnerships is to provide guidance and advice to its clients in terms of human resources planning, which encompasses training and professional development, recruitment and staffing, succession planning, rewards and recognition programs, performance appraisal program and negotiations of collective bargaining. With respect to daily operational activities, it is responsible for pay, benefits and other compensation practices, employee counselling, the employee assistance program, the Health and Safety program, and translation services.

Manufacturing
This division has the responsibility for the production of coinage, medals, tokens, trade dollars and refinery services. Two plants operate under this division. The Winnipeg Plant produces Canadian and foreign circulation coinage. The Ottawa Plant produces Canadian and foreign numismatic and bullion coins as well as medals, tokens and trade dollars. In addition, the Ottawa Plant operates the Mint's refinery, which refines precious metals for mines, jewellers, banks and other institutions, both Canadian and foreign.

Marketing and Sales
This division plans, organizes, directs and sells all Canadian numismatic and bullion products through a Dealer/Distributor network. It develops and recommends marketing strategies and assists in the national and international promotion of Canadian numismatic and bullion coin programs. The division is also responsible for the Canadian advertisement campaigns which in conjunction with its Direct Marketing section account for the largest portion of the Canadian sales revenue. The Direct Marketing section develops and manages all aspects of a customer-driven automated order fulfillment and customer service operation. The Marketing and Sales division also has the responsibility to develop sales strategies in order to negotiate and obtain contracts for refinery services, medals, tokens and trade dollars, as well as contracts with foreign countries for the supply of their circulation and numismatic coinage. Another aspect of this division is the research and development function, which surveys and reports on present and future markets for Mint products.

Communications
Communications develops and directs the Mint's corporate communications program, addressing both internal and external interest groups. This division

provides strategic counsel to Senior Management on issues affecting the Mint. It informs the public on Mint policies and programs using industry trade shows, the corporate Web site, education outreach and other channels to proactively communicate with and respond to the Mint's audiences. This division is responsible for all media relations nationally and internationally, and assists in the promotion of Canadian numismatic and bullion coin programs through media events and speaking engagements. Other responsibilities in this area are the production of corporate communications vehicles and speech writing for the President.

Legal Services

This division is responsible for providing legal counsel and advice with respect to all legal matters affecting the Corporation. The division also provides secretariat services to the Board of Directors of the Corporation and is responsible for matters with respect to the Access to Information and Privacy Acts.

Information Holdings

Program Records

Advertising
Description: Newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian numismatic and bullion coin programs worldwide. ***Topics:*** Advertisements; cost comparisons; budget; brochures; posters; counter cards. ***Program Record Number:*** RCM MRD 035

Assay
Description: Information on the testing of bullion, jewellery, refined bullion, to determine the quality of precious metals present; analyses of chemicals and metals. ***Program Record Number:*** RCM MAD 100

Canadian Circulating Coin
Description: Control and issue of Canadian circulating coin to banks on instruction from the Minister of Finance. ***Program Record Number***: RCM MAD 085

Canadian Numismatic Products
Description: Information on the design, marketing and distribution of Canadian numismatic products; transactions between the Mint and its distributing agents and dealers. ***Topics***: Canadian and foreign distributing agents and dealers; contract cost comparisons; requirement forecasts; sales records; correspondence with Canadian artists; coin designs; coin design competitions and verification of shipment. ***Program Record Number:*** RCM MRD 030

Circulating Coinage
Description: Information concerning changes in metal content and design of circulating coinage. ***Topics:*** Changes in alloys and specifications, surveys and reports. ***Program Record Number:*** RCM MAD 051

Coins
Description: Daily ledgers on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins. ***Topics***: Melting; rolling; blanking; rimming; annealing; striking; examining; telling. ***Program Record Number:*** RCM MAD 050

Communications
Description: Information on the administration of public affairs and relations; publicity both nationally and internationally. ***Topics:*** Exhibits; fairs; films and slides; photographs; portable displays; press conferences; press releases; launches; annual reports; reports and surveys. ***Program Record Number***: RCM MRD 025

Design Engraving
Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc. ***Topics:*** Badges; coins; dies; drawings; equipment; medals; metrication; symbols. ***Program Record Number:*** RCM MAD 065

Direct Mail Orders Processing
Description: Records on the reception and processing of direct mail orders for Mint processes. ***Topics:*** Orders fulfilment, distribution and verification of shipments. ***Program Record Number:*** RCM MRD 031

Engineering
Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings. ***Program Record Number:*** RCM MAD 060

Foreign Contracts
Description: Information on the procurement and fulfilment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products. ***Topics***: Commemorative and domestic coins; special coin programs. ***Program Record Number:*** RCM MRD 011

Maple Leaf Bullion Coins
Description: Information on the manufacture of the Maple Leaf bullion and the promotion of this special program. ***Topics:*** Advertising; marketing; production; retailing; sales. ***Program Record Number:*** RCM MRD 015

Medals, Tokens and Other Devices
Description: Information on contracts for the manufacture of medals, trade dollars, tokens and other devices. ***Topics:*** Medals; medallions; trade dollars; tokens; jewellery; plaques; paperweights. ***Program Record Number:*** RCM MRD 037

Metals and Alloys Research
Description: Information on the use of metals, precious metals, and alloys in the production of Mint products; updates on new alloys and their possible applications to Mint products. ***Program Record Number:*** RCM MAD 045

Patent Rights
Description: Patent rights and registrations, studies and surveys. ***Topics:*** Patent rights and licences, permission to use copyright material; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys. ***Program Record Number***: RCM MRD 036

Precious Metals
Description: Information on the procedures for receiving and processing precious metal bullion and coordinating bullion transactions between the Mint and mines, jewellers and manufacturers.***Topics***: Gold, platinum and silver receiving; fine gold, platinum and silver storage; shipping of fine products. ***Program Record Number:*** RCM MAD 075

Quality Assurance
Description: Information concerning quality standards of Mint products; metals stress testing for quality of production supplies and materials. ***Topics:*** Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling. ***Program Record Number:*** RCM MAD 095

Refinery Sales
Description: Information on negotiations with Canadian and foreign mines and precious metals dealers for contracts for the Royal Canadian Mint refining services.***Topics***: Gold and silver bullion; gold bars; granulated gold and silver. ***Program Record Number***: RCM MRD 020

Refinery Services
Description: Information concerning the receipt, weighing, and refining of precious metal bullion, scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps. ***Program Record Number:*** RCM MAD 105

Research and Development
Description: Research reports on present and future markets for Mint products and services. ***Topics:*** Studies; reports; surveys. ***Program Record Number:*** RCM MRD 006

Technical Services
Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes. ***Topics***: Trades such as carpentry, blacksmithing, electrical, plumbing, tool and die making. ***Program Record Number:*** RCM MAD 061

Vault and Shipping
Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products. ***Program Record Number:*** RCM MAD 080

Worn and Mutilated Coin
Description: Shipments of fused and mutilated coin received from banks. ***Program Record Number:*** RCM MAD 090

Personal Information Banks

Access to Information and Privacy Requests Data Bank
Description: This bank contains the Access to Information Request Forms and Personal Information Request Forms sent by individuals making requests under the Access to Information Act or Privacy Act, the replies to such requests and information related to their processing. ***Class of individuals:*** Members of the general public and employees of the corporation. ***Purpose:*** The purpose of this bank is to maintain a record of individuals who have made formal requests for information under the Access to Information Act or Privacy Act. ***Uses:***The data in this bank is used to process access requests and to report on the number of access requests received annually. ***Retention and Disposal Standards:*** Files are retained for a period of two years following their closure and are then destroyed. ***TBS Registration***: 002488 ***Bank Number:*** RCM PPU 025

Direct Mail Marketing - Computerized Mail Master
Description: Information in this bank includes customer name and address, customer number, and language. ***Class of individuals:*** This bank may be accessed by any one of the following identifiers: customer name, customer number, or postal code. ***Purpose:*** The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic products. ***Uses:***This information is used to comprise a listing of purchasers of coins for future solicitation through a direct mail approach. This file is also utilized for name, address, and order status information required in the order fulfilment process and to answer enquiries from customers concerning their particular order. ***Retention and Disposal Standards:*** Records are retained for two years after the most recent purchase. ***TBS Registration:*** 003365 ***Bank Number:*** RCM PPU 015

Mail Order Fulfilment - Computerized Order Master
Description: Information in this bank includes customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method for shipping. ***Class of individuals***: Information may be accessed by any one of customer name, customer number, order number or postal code. ***Purpose:*** The purpose of this bank is to capture, update and report direct mail orders for Royal Canadian Mint coins. ***Uses:***This information is used to record direct mail orders for coins, payment data related to orders for financial reporting, shipping documentation on fully paid orders, and names and addresses of collectors for future solicitations. ***Retention and Disposal Standards***: It is retained for two years after the close of the applicable numismatic program. ***TBS Registration***: 003364 ***Bank Number***: RCM PPU 010

Mail Order Fulfilment - Customer Relations
Description: This information includes the customer's name and address . Where an order for a product is concerned, it will also include the telephone number, charge account number or other method of payment, product and quantity ordered. ***Class of individuals:*** Information is accessed by the customer number, assigned by the Mail Master. ***Purpose:*** The purpose of this bank is to record service provided to purchasers of Royal Canadian Mint coins and answer enquiries from the general public concerning numismatic programs. ***Uses:***This information is used to aid in processing and tracing orders in cases of delay or loss. ***Retention and Disposal Standards:*** The information is destroyed two years from the end of a coin program or when enquiries cease. ***TBS Registration***: 003366 ***Bank Number***: RCM PPU 020

Mail Order Fulfilment - Individual
Description: Information in these files includes the original order, customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping. ***Class of individuals***: Information may be accessed by any one of customer name, customer number, order number or postal code. ***Purpose***: The purpose of this bank is to record direct mail orders for Royal Canadian Mint coins. ***Uses:***This information is used to initiate fulfilment, distribution, and verification of orders for coins. ***Retention and Disposal Standards***: The information is retained for one year from the closing date of each numismatic program. ***TBS Registration***: 003363 ***Bank Number***: RCM PPU 005

Manuals

- Corporate Policies Manual
- Financial Reporting and Coding Manual
- Procedures Manual - Administration and Finance

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Royal Canadian Mint and its various programs and functions may be directed to:

Communications
Royal Canadian Mint
320 Sussex Drive
Ottawa, Ontario
K1A 0G8

(613) 993-2239

Reading Room

The Royal Canadian Mint public reading room is situated at the following address:

Ottawa
320 Sussex Drive
Ottawa, Ontario

Winnipeg
520 Lagimodière Boulevard
Winnipeg, Manitoba

Royal Canadian Mounted Police
Chapter 114

General Information

Background
The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament.

Responsibilities
The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the two territories and all provinces, except Ontario and Quebec, to enforce criminal, territorial and provincial laws, pursuant to section 20 of the RCMP Act.

Legislation
- Criminal Code
- Most federal statutes
- Municipal bylaws under contract
- Provincial laws under contract
- Territorial laws under contract

Organization
The authority and accountability for executing the requirements of the RCMP Act rest with the Commissioner who reports to the Solicitor General of Canada. The Commissioner is supported by four regional Deputy Commissioners, and one Deputy Commissioner at the National Headquarters. In addition, there are 13 divisional commanding officers and a Commanding Officer Depot Division (the RCMP training facilities in Regina, Saskatchewan) and 15 program directors at National Headquarters in Ottawa, Ontario.

The RCMP is divided into divisions, each division being roughly responsible for a province or territory. These divisions are alphabetically designated and each is further divided into subdivisions and detachments.

Specialized support is offered to the operational divisions by Air, Marine, Forensic Laboratory, and Identification Services. The RCMP Academy located in Regina, Saskatchewan, is responsible for recruit training. The RCMP Musical Ride is located in Ottawa and is administered by headquarters. Additionally, the RCMP is responsible for the administration of the Canadian Police College, located in Ottawa. The Canadian Police Information Centre (CPIC), a computer-based police information system, is also based at and administered by RCMP Headquarters in Ottawa. The CPIC system is an advanced computerized information storage and retrieval facility, designed for the use of participating Canadian law enforcement agencies. The CPIC acts as a central repository of operational data that is contributed to and maintained by participating Canadian law enforcement agencies. RCMP records entered into the system are identified in their respective Bank of Personal Information. The participating Canadian law enforcement agencies are entirely responsible for the accuracy and immediacy of the data which they supply and maintain within the CPIC system. Records entered into the CPIC system by participating Canadian law enforcement agencies must be supported by documented reports held by the originator. The originating agency is the only one entitled or enabled to alter their records in the system.

HUMAN RESOURCES ACTIVITY
The Human Resources Activity encompasses the organization and management of the Department's human resources. It maintains an internal administrative policy function and service in relation to learning, staffing and personnel, health, materiel, language and organizational issues. These issues pertain to members of the RCMP as well as Public Service Employees employed by the organization. In addition, the Human resources Activity is responsible for the management of property, material, transport and food related services.

♦ Health Services
This program administers all health related assessment and treatment services to regular members of the RCMP and establishes health programs and standards for employment. It also manages research projects for the development of psychological services, fitness/ lifestyle programs as well as programs directed at promoting health and environmental safety. The Sub-Activity also maintains the medical records of members to ensure confidentiality.

♦ Learning and Development
The Employee Continuous Development Program fosters a continuous learning culture within the RCMP. It ensures RCMP employees have access to modern, cost effective learning/training opportunities consistent with the competencies required to deliver quality service to internal and external clients, to adapt and respond to diverse changing needs, and contribute to the evolution of the RCMP.

♦ Officers' Staffing and Personnel
This program provides a centralized staff support service to the Commissioner for the appointment, promotion, training, succession/ career planning of the Regular

Member officers (Inspectors to Deputy Commissioners) and Civilian Members of officer equivalency.

♦ Human Resources (RCMP)

This program provides RCMP management with a number of diverse services to assist in management of the department's human resources. The Sub-Activity includes the following initiatives: Multiculturalism, Staffing & Personnel, Recruiting, Official Languages, Internal Affairs, Compensation, Classification, Human Rights, employment equity and Conflict of Interest.

♦ Public Service Personnel

This program is responsible for the planning, design and implementation of an integrated human resource management program for Public Service Employees within the RCMP. This Sub-Activity is comprised of the following: Classification, Staffing, Staff Relations & Compensation, and Human Resources Planning and Development.

NATIONAL POLICE SERVICES ACTIVITY

The National Police Services (NPS) activity provides networked place information and information systems technologies and delivers investigative, scientific, technical and educational support serves to partners within the Canadian Police and justice environments.

♦ Canadian Police College

This program provides advanced police training in matters of organization, administration, personnel management and specialized investigative techniques to the Canadian law enforcement community and some foreign agencies. An integral part of the College is its research and program development function.

♦ Criminal Intelligence Services Canada

This program is a national law enforcement community intelligence organization administered by the RCMP with a Central Bureau in Ottawa and nine provincial bureaux across Canada. The program, focusing on organized crime, gathers criminal intelligence and ensures that tactical intelligence is submitted through the provincial bureaux, where facilities for the collection, analysis and dissemination of criminal intelligence are provided, and are accessible to its members. The program oversees a computer system known as the Automated Criminal Intelligence Information Services (ACIIS), which is a repository for criminal intelligence information available to the intelligence community.

♦ Forensic Laboratory Services

This program provides scientific and technical assistance to the Canadian Criminal justice system. Physical evidence acquired during the course of investigations is examined by scientists, to provide information of evidential significance. Expert opinions based on scientific examinations are provided to aid investigations and as court evidence. This sub-activity also manages the Canadian Police Research Centre which co-ordinates the development of scientific and technical research projects of a law enforcement nature. The program also provides a consultative service to other government departments, and an assistance role to other countries in relation to the transfer of expertise through training, analysis of exhibit materials and testimony within their judicial systems.

♦ Informatics

The mandate of Informatics Directorate is to provide a comprehensive national policy and program for the management or information resources, associated computer and communication technologies and telecommunications infrastructure which together serves the needs of RCMP operational police officer, support and administrative staff, Canadian Police Information Centre (CPIC) system users and others working in the law enforcement community. The major components of are: Information Management, which provides the maintenance, development and dissemination of applicable policies regarding recorded information, management of the RCMP Archives, the national forms policy and the editing, production and distribution of manuals, directives and bulletins, and Information Technology which is responsible for all aspects of communications system standards and design, EDP application and operation of the central host mainframe and network systems including, the Canadian Police Information Retrieval System (PIRS) and other operational, administrative and management support applications used on a national basis.

♦ Information & Identification Services

This program is dedicated to maintaining, managing and disseminating shared police information on behalf of the Canadian Law Enforcement Community and other accredited Canadian and international agencies. These support services include the automated fingerprint identification system (AFIS), the Canadian Firearms Registry (CFR), the Missing Children's Registry (MCR) and including a Forensic Identification and photographic service. The prime service line objective is to sustain a national leadership role in the development and implementation of the most efficient information technologies that support criminal justice initiatives in the prevention, detection and suppression of crime. This is accomplished through promoting national networking and cohesiveness within the field of Canadian police information systems and applied technologies.

♦ Professional Standards

This program supplies a centralized pool of legally trained RCMP members dedicated to providing representation and assistance to appropriate officers and members of the RCMP for formal discipline, discharge and demotion tribunals across the country.

♦ Technical Operations

This program provides technical security expertise in support of law enforcement investigations and the protective functions of the RCMP. Inspections are conducted and consultations provided relating to the selection and use of protective security equipment in government, the security of government buildings and other designated properties and the security of Electronic Data Processing facilities of government and certain private sector facilities which process classified or other sensitive information under government contracts. This program also provides transportation support to meet the operational requirements of the RCMP.

OPERATIONS ACTIVITY

The Operations Activity manages all planning and policy aspects of law enforcement programs in support of federal, provincial and municipal government requirements. Assistance and cooperation is provided to accredited police agencies as well as to the general public. It is also the focal point, on a nation-wide basis, for the coordination and evaluation of criminal operations and criminal intelligence gathering. It encompasses the protective policing functions of the RCMP which includes providing security for designated government dignitaries; government property; internationally protected persons and their residences; and major events. It is responsible for coordinating security or VIP visits, conducting security inspections and surveys of physical installations and providing consultations for officials regarding security requirements.

♦ Community, Contract and Aboriginal Policing

This program initiates, develops and evaluates a practical and culturally sensitive policing service for aboriginal Canadians. It also includes cost shared policing services to all provinces and territories, except Ontario and Quebec, under agreements signed between the Solicitor General of Canada and the provinces and territories. The RCMP provides municipal police services under separate agreements.

♦ Criminal Intelligence

The mission of the Criminal Intelligence Directorate is to provide a national program for the management of the criminal information and intelligence which will permit the RCMP to detect and prevent crime having an organized, serious or national security dimension in Canada, or internationally as it affects Canada.

♦ Departmental Security

This program is responsible for developing, monitoring and coordinating the implementation of internal security policies relative to the security clearance of RCMP employees, properties and information systems.

FEDERAL SERVICES DIRECTORATE

Federal Services Directorate is currently made up of the following program areas.

♦ Customs & Excise

Customs and Excise enforces laws within Canada and along the Canadian/United States border, in conjunction with clients, partners and the community. These activities include: the international movement of dutiable, taxable, prohibited or controlled goods: the manufacture, distribution or possession of contraband products including tobacco and spirits: the illicit traffic of critical high technology and strategic good: and the enforcement of acts or regulations that impose non-tariff (permit) controls on the international movement of commodities.

♦ Drug Enforcement

This program manages the investigation of offenses related to the importation, exportation, manufacturing, cultivation, trafficking and possession of substances regulated by the Controlled Drugs and Substances Act in Canada. It provides International assistance and also administers and operates the RCMP's Undercover, Source and Witness Protection programs; the Coordinated Coastal/Airport Watch program; the Pipeline Convoy program and the RCMP's Drug Awareness program.

♦ Economic Crime

This program provides specialized investigators to combat criminal activity in the business sector through the investigation of fraudulent corporate and personal bankruptcies; provides a criminal investigative service within the Canadian securities industry and a criminal record vetting service to departments and agencies of the government of Canada with respect to program abuse of a number of statues such as the Employment Insurance Act: and the investigation and prosecution of individuals and corporations involved in major crime of interprovincial, national or international nature.

♦ Immigration & Federal

This program is designed to assist federal government departments in the enforcement of the Immigration Act, the Citizenship Act and the investigation of violations of Canadian Passport regulations under the Criminal Code. The FES community policing service is a comprehensive organizational and quality policing approach to provide for public safety, consumer protection and environmental law.

♦ Proceeds of Crime

Proceeds of Crime (POC) objective is to disrupt criminal organization on a national and international level by identifying, restraining and forfeiting illicit and unreported wealth accumulated through criminal activity by investigating and prosecuting offenders.

♦ International Liaison and Protective Operations

This directorate is currently made up of the following branches: Directorate Services, International Liaison, International Training and Peacekeeping, Prime Minister's Protection Detail and Protective Services whose responsibilities are:

Directorate Services provides budgetary and personnel administration, support and management services for various Directorate programs and activities; International Liaison provides support and assistance, through the liaison officers, to Canadian law enforcement agencies in the prevention and detection of offences to Canadian federal laws, liaises with foreign criminal police agencies and related institutions, and coordinates the activities related to Interpol; International Training and Peacekeeping assists foreign countries in delivering effective and efficient law enforcement in keeping with Canada's interests to maintain the rule of law and combat crime. In support of Canadian foreign policy objectives, the RCMP CIVPOL Peacekeeping Operations is responsible for the selection, training, deployment and support of all Canadian police personnel participating in international police operations; Prime Minister's Protection Detail provides personal security to the Prime Minister and his family, protects the official residences, and when the Prime Minister travels abroad, ensures that the security measures provided by the host country meet Canadian standards; Protective Services directs the planning, implementation, administration and monitoring of the RCMP National Protective Security Program for the Governor General, his family and residences, the Prime Minister, his family and residences, federal Cabinet Ministers and their residences, Supreme and Federal Court Judges and their residences, Members of Parliament, Senators, visiting Heads of State, foreign diplomats in Canada and their residences, Internationally Protected Persons and persons designated by the Solicitor General of Canada as requiring security. In addition, it plans the security measures to be implemented during major events held in Canada.

RCMP SECRETARIAT ACTIVITY

The Activity of Corporate Management includes the functions of strategic and corporate planning, corporate policy design, financial planning, audit and program evaluation. Responsiveness and accountability to the government are ensured by the coordination of communications, public affairs, information access, ministerial liaison and external review and appeals.

♦ Audit and Evaluation

This program is designed to plan, develop and implement a comprehensive audit approach to examine and review all RCMP law enforcement and administrative activities.

♦ Corporate Management

This program develops and coordinates strategic and corporate planning, formulates corporate policy, manages corporate information and conducts program evaluations and management studies. Annual accountability reports and briefings are developed for the Commissioner and in response to the government's planning process. The program is delivered through three components, Corporate Planning and Information Management, Strategic Planning and Corporate Policy, and Program Evaluation.

♦ External Review & Appeals

This program assists the Commissioner by providing advice, research and background material for all reviews and recommendations generated by the External Review Committee (ERC) and the Public Complaints Commission (PCC). The Sub-Activity also advises the Commissioner on appeals or grievances which must be considered by him, but which are not reviewed by an external agency.

♦ Finance and Supply

This program manages the financial affairs of the department to satisfy requirements for financial control and accountability of the RCMP, contracting partners, legislation and government. This program also provides internal support in accommodation, transport, food, materiel and miscellaneous services for the RCMP in accordance with relevant policies, regulations and statutes.

♦ Public Affairs & Information

This program aims at promoting good public relations and conveying an accurate and constructive image of the RCMP in Canada and abroad. This includes the provision of information and responses to requests from the general public and the media regarding RCMP activities, the maintaining of contemporary and historical materials, the production of RCMP publications, operation of the RCMP Museum and the provision of performances by the RCMP Musical Ride. This program also provides the management of the National Operations Centre (NOC), and a centralized response to requests under the Access to Information and Privacy Acts for access to records under the control of the RCMP. The Sub-Activity develops policies and procedures to ensure conformity with the legislation while maintaining the protection of sensitive information and privacy of individual records.

Information Holdings

Program Records

LINKING STATEMENT

All records retained by the RCMP are subject to one classification methodology. Records are retained in accordance with the subject content of the record, based

on a central file classification system, rather than function or activity. Each Detachment, Sub-Division, Division and Headquarters, Ottawa classifies records under three main groups, Administrative, Operational Policy, and Sequential (Operational Investigative Records). The Administrative records are divided into seven sub-classifications. These are further categorized, as are the Operational Policy records, into sub-topics, which are standard throughout the RCMP. The Sequential (Operational Investigative Records) pertain to the general investigative records generated and retained at each site, and as the name suggests, each is sequentially numbered. The volume of records will vary from location to location, however the retention system is uniform. This system is centrally regulated by the Director Informatics, and this enables the RCMP to describe its record holdings in the three distinct categories. Requesters need only describe the record they wish to access. If the request pertains to a specific incident, the location of that incident is also required.

Administration – Buildings & Real Property Records
Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the acquisition, disposition and rental of lands and buildings and the services supplied to lands and buildings owned or leased by the RCMP. ***Topics:*** Buildings & Real Property – General; Buildings & Works – General; Buildings & Works – Estimates; Building and Works by Division; Buildings – Telecommunication Shelters; Buildings – Janitorial Contracts; Buildings & Properties Management Service Agreements; Real Property – General; Real Property – Police Owned (other than Telecom. Sites); Real Property – Police Rented or Leased (other than Telecom. Sites); Real Property – Cemeteries & Graveyards; Real Property – Telecom. Sites Owned; Real Property – Telecom. Sites Leased or Rented; Real Property – Historical Sites & Monuments; Utilities – other than Telephone Services. ***Program Record Number:*** CMP ADM 006

Administration – Equipment & Supplies Records
Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the supply, maintenance and repairs of RCMP equipment and supplies. ***Topics:*** Equipment & Supplies (General); Accounting & Inventories; Aircraft; Aircraft Supplies & Equipment; Buildings & Living Accommodation. including Furniture & Furnishings; Cataloguing, Identification & Labelling of equipment and supplies; Clothing & Kit (condemning, destruction, repayment issues, alterations); Clothing & Kit – Purchase Descriptions; Clothing & Kit – Design Specifications, Authorities & Approvals; Clothing & Kit – Issues & Receipts; Clothing & Kit – Material and Clothing; Clothing & Kit – Testing & Samples; Condemnation & Destruction; Firearms & Weapons (issues and repairs); Ammunition; Enquiries & Information (concerning uniforms, equipment and supplies); Loans (of uniforms and equipment); Material Specifications; Procurement & Purchases; General Stores; Micrographic Equipment & Supplies; Office Machines; Office Furniture & Furnishings; Printing & Duplicating Equipment; Stationery & Office Supplies; Technical Equipment Evaluations; Telecommunication Equipment Evaluations; Computer Equipment, Hardware and Software; Riot & Crowd Control Equipment; Water Transport & Outboard Motors; and Vehicles (purchase, maintenance, repair licensing, insurance, credit card system and disposal). ***Program Record Number:*** CMP ADM 005

Administration – Financial Records
Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the financial matters of the RCMP. ***Topics:*** Finances (General); Accounting; Accounting – Cash; Accounts Payable – Commercial Firms & Supplies – Other Government Departments. or Police Departments – Utilities; Accounts Receivable – General – Policing; Acts, Directives and Orders; Allowances & Deductions; Banks & Banking; Budgets & Budgeting; Cheques; Coding (Financial Coding Systems); Contingency Account; Estimates; Fees (consultant, professional, tuition, membership, etc.); Funds (Benefit Trust Fund); Grants; Postage; Signing Authorities; Taxes; Transfer Expenses; Transport Requisitions; Travelling Expenses. ***Program Record Number:*** CMP ADM 004

Administration – General Administration Records
Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the organization, administrative history and policy of the RCMP. ***Topics:*** General Administration; Abbreviations, Designations and Titles; Accidents; Addresses and Speeches; Briefings and Presentations; RCMP Acts and Regulations; Agreements for Policing Services; Aboriginal Policing; Appreciation, Condolences, Greetings; Associations and Societies; Corporate Identity Program; Badges, Flags and Colours; Cafeterias; Canteens; Messes; Campaigns and Canvassing; Cemeteries, Graves and Memorials; Ceremonies and Celebrations; Claims (on behalf or against the Crown); Complaints against the RCMP; Conferences and Committees; Cultures and Customs; Dress Regulations; Emergency Planning; Gifts and Presentations to/from RCMP; Audits; Inspections and Evaluations; Reviews and Overviews; Inventions and Patents; Copyright; Licences, Passes and Permits; Museums, Relics and Curios; Official Languages; RCMP Organization; Headquarters Organization; Division Organization; RCMP Planning Process; Manuals; Commissioner's Bulletin; Pony Express; Reports and Returns; Commissions; Saluting and Compliments; Sports and Recreation Clubs (RCMP). ***Program Record Number:*** CMP ADM 001

Administration – General Services Records
Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to services that support the administration and operation of the RCMP. ***Topics:*** General Services; Office Services; Artisan Services; Correspondence Management; Directives Management; Data Processing Services (general); Standards and Documentation; Software and Operations; Data Transmission; Operations; Automated Systems; Projects & Studies; Systems Research & Planning; Systems Integration; CPIC Services; Forms Management; Graphic Arts Management; Horses; Liaison and Public Relations – General; Liaison – Solicitor and Attorneys General; Liaison with Other Government Departments and Outside Agencies; Liaison with Other Police Forces; Liaison Internal; Liaison – Police Community Relations; Exhibitions (by and participated in by RCMP, eg. CNE, Calgary Stampede, etc.); Historical (history of and articles about RCMP); Visits and Tours to/by RCMP; RCMP Quarterly; Library Services; Mail Management; Management Services; Micrographic Services; Program Evaluation; Performance Measurement; Photographic Services; Printing and Duplication; Publications; Records Management; Records Filing Systems; Records Disposition; Research and Development Management; RCMP Band; RCMP Gazette; RCMP Musical Ride; Security (non-operational, internal security only); Organizational and Administrative Security (threat and risk assessment); Personnel Security (security screening and clearances); Physical Security (RCMP buildings etc.); Communications Security; EDP Security; Telecommunications; Telecommunication Projects; Radio Services; CCTV Services; Transmission Services; Telephone Services; Interoffice Communications; Translation Services; Transportation and Accommodation; Police Service Dogs; Forensic Services – General – Alcohol – Chemistry – Counterfeit Detection – Document Examination – Firearms and Ammunition Examination – Forensic Drugs – Hair and Fibre – Serology – Toxicology – Radiography – Social Science – Photography – Identification (eg. facial reconstruction, fingerprints, footwear, dentures, genetic fingerprinting) – Analytical Services (lab automated systems). ***Program Record Number:*** CMP ADM 007

Administration – Personnel Records – Public Service and Municipal Employees
Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to Public Service and municipal Employees of the RCMP. ***Topics:*** Public Service and Municipal Employees records, general; Acts & Regulations; Accidents & Injuries; Hours of Work; Bulletins & Circulars; Classification; Classification, Position files; Collective Bargaining; Conduct, Discipline & Grievances; Competitions; Employment General; Evaluation & Performance Rev.; Health & Medical; Income Tax; Insurance; Leave & Holidays; Pay, Salaries & Wages; Pension; Transfers. ***Program Record Number:*** CMP ADM 003

Administration – Personnel Records – RCMP Members
Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the records dealing with members of the RCMP. ***Topics:*** RCMP Personnel (Members Records); Accidents & Injuries (other than RCMP Transport); Appointments; Awards & Honours (including PS & municipal employees); Suggestion Awards; Classification (RCMP General); Classification Standards; Delegation of Classification and Monitoring; Classification of Position Files; Complaints against and by members of the RCMP; Debts & Loans; Discharge of firearms in the Course of Duty; Discharge & Retirements; Discipline and Conduct – Adjudication Boards and Damage to or Loss of Government Property (boards or investigations); Establishment (including PS Employees); Evaluation & Performance Reviews; Staffing; Health & Medical Services; Member Assistance Program; Occupational & Environmental Health & Safety (regulations); Hours of Work; Inquiries & Information on personnel (including PS & Municipal Employees, serving and ex-members, etc); Income Tax; Insurance; Leave; Morale; Oaths of Allegiance and Secrecy (including PS & Municipal Employees); Passports and Visas, arrangements for (including PS & Municipal Employees); Pay, Bonus & Salaries; Pensions; Personnel Management Info. System (PARADE); Privileges; Promotions; Recruiting and Employment; Temporary Civilian Employees (guards, matrons, etc.); Succession Planning; Training and Development, General (including PS & Municipal Employees) – Foreign Govt. Assistance, Centralized, Canadian Police College Research & Program Development, Divisional, Offered outside the RCMP (Language and university); Training – Recruit; Transfers (northern service). ***Program Record Number:*** CMP ADM 002

Operational Investigative Records
Description: Headquarters and Directorates in Ottawa, Divisions, Sub-Divisions and Detachments each may have sequential, investigational records relating to protective services, occurrences reported to, and/or under investigation by the RCMP. ***Topics:*** Occurrences & Investigations including statements, exhibit reports, copies of court documents and in some instances records relating to criminal histories & intelligence and related documentation pertaining to offenses under the: Criminal Code, Federal Statutes, Provincial Statutes, Municipal By-Laws and Territorial Ordinances; Occurrences & Investigations providing assistance to Multi jurisdictional Authorities, Foreign Authorities, Federal Authorities, Provincial Authorities, Municipal Authorities, Territorial Authorities, Private Companies and the General Public; V.I.P. Protection (Foreign and Canadian); Threats

made against the country and the police. ***Program Record Number:*** CMP INV 001

Operational Policy Records
Description: Headquarters and Directorates in Ottawa, Divisions, Sub-Divisions and Detachments each may have records concerning the instructions and interpretations of policy relating to the enforcement of statutes and regulations, and the policy relating to cooperation with governments, foreign law enforcement authorities and the general public. ***Topics:*** General policy subjects; Counsel (appointment, transportation and co-operation with); Fines & Costs (collection and disposition); Prisoners & Mental Patients (custody, transportation, searching); Exhibits (custody and disposition); Correspondence (crime reports); Human Sources; Jurisdiction; Laws (enforcement and amendments); Cooperation with and Assistance to Foreign Authorities, Federal authorities, Provincial authorities, Territorial Authorities, Municipal Authorities, Private Companies, and the General Public; Criminal Intelligence Branch; Securities Fraud Information Centre; Special Services Branch; V.I.P. Protection; Threat Assessments – police – Country. ***Program Record Number:*** CMP OPS 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

♦ Personnel (RCMP)

Applicants' Records
Description: The file and the Human Resource Management Information System (HRMIS) contains such material as applicant evaluations, selection test answer sheets, candidate assessments, engagement check sheet, pare certification and related correspondence, personnel interview report data update. Information on successful applicants who are enrolled by the RCMP is placed on a Cadet file. Information on successful applicants who are engaged in the RCMP is placed in the member personnel records (CMP PPE 801), service records (CMP PPE 802) and medical records (CMP PPE 808). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the last application was made. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Security/Reliability screening records have to be accessed via CMP PPU 065. Complaints dealing with the suitability of individuals may be found in bank CMP PPU 085. ***Class of Individuals:*** This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members, special constable members or civilian members. ***Purpose:*** This information is used to determine the suitability of individuals for engagement in the RCMP. ***Consistent Uses:*** This information is also used for research, planning, evaluation statistics and may also be matched with the following information banks: CMP PPE 090 (Honours and Awards), CMP PPE 804 (Member Grievance Records); CMP PPE 803 (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment board Proceedings); CMP PPE 805 (RCMP Member Discipline and Quashed Discipline Records); CMP PPE 806 (RCMP Member's Pay and Relocation Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information on unsuccessful applicants is maintained for a period of three calendar years at the headquarters of the division to which they applied. ***PAC Number:*** 69-164 ***Related to PR#:*** CMP CMP 920 ***TBS Registration:*** 001008 ***Bank Number:*** CMP PPU 070

Complaints Against the RCMP or a Member, Enquiries and General Assistance
Description: This bank contains Part VII RCMP Act investigations and criminal investigation reports, occurrence reports, voluntary statements of members,

statements of witnesses and complainants, and related correspondence of members and complainants. In addition to the requirements indicated on the Personal Information Request Forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Part VII RCMP Act investigations dealing with complaints from the public and which result in discipline against a member may be located in bank CMP PPE 805. ***Class of Individuals:*** This bank contains personal information on individuals who have been involved in complaints against the RCMP or its members, general enquiries by the public concerning the RCMP, and cases of general assistance to the public by the RCMP. ***Purpose:*** This information is used for the internal administration of the RCMP. ***Consistent Uses:*** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to enquire into grievances and investigate complaints against the RCMP or its members. Information in this bank is also used for research, planning, evaluation, press releases and statistical purposes. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of two calendar years. Where the record has been designed as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001011 ***Bank Number:*** CMP PPU 085

Honours and Awards

Description: This bank contains recommendations, supporting material, social insurance numbers (SIN) in some cases, and any assessments relating to the granting of an honour or award. The SIN is collected under the authority of the FAAS-7 for the purpose of maintaining information relative to the Treasury Board (TB) Recognition Policy. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting data to the issuing authority. ***Purpose:*** This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award. The SIN is used/collected for the purpose of issuing awards (cheque and T4 – 1A slip for income tax purposes) under the TB Recognition Policy, Canadian Honours System and RCMP Long Service Medal Regulations. ***Consistent Uses:*** This information may also be used for research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants' Records); CMP PPE 801 (RCMP Member Personnel Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings); CMP PPE 805 (RCMP Member Discipline and Quashed Discipline); CMP PPE 806 (RCMP Member's Pay Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 (Employment Equity Program); CMP PPE 804 (RCMP Member Grievance Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of three calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 78-001 ***Related to PR#:*** CMP CMP 918 ***TBS Registration:*** 001012 ***Bank Number:*** CMP PPU 090

RCMP Police Car Accidents/Claims By or Against the RCMP

Description: This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** This bank contains personal information on individuals who have been involved in RCMP transport accidents, assessment and/or demands respecting damage or loss in relation to property, and other similar claims by or against the RCMP. ***Purpose:*** This information is used to determine liability for motor vehicle accidents and to process damage settlements. ***Consistent Uses:*** Information in this bank is also used for the internal administration of the RCMP, research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants' Records); CMP PPE 801 (RCMP Member Personnel Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings); CMP PPE 805 (RCMP Member Discipline and Quashed Discipline); CMP PPE 806 (RCMP Member's Pay Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code), CMP PPE 818 (Employment Equity Program) and CMP PPE 804 (RCMP Member Grievance Records). This information may be matched with information from other personal information banks and/or program records. All linkages for

the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 78-001 ***Related to PR#:*** CMP SSD 913 ***TBS Registration:*** 001009 ***Bank Number:*** CMP PPU 075

♦ Information and Identification Services

Criminal Records, Summaries of Police Information, and Identification Fingerprints

Description: This bank contains criminal records (convictions and discharges certifiable under Section 667 of the Criminal Code of Canada), summaries of police information related to other charges and their dispositions, Pardoned Records, fingerprints, and related correspondence identifiable by fingerprints. It also contains identification fingerprints pursuant to the Immigration Regulations, 1978 and fingerprints of employees of the RCMP and the CSIS. In addition to the requirements indicated on the Personal Information Request form, individuals who wish copies of their (a) criminal record, (b) summary of police information related to them or (c) Pardoned record, must forward identifiable fingerprints to: the Director, Information & Identification Services, RCMP, Box 8885, Ottawa, Ontario, K1G 3M8, specifying their requirement for a criminal record only, both criminal record and summary of police information and/or their Pardoned Record. These fingerprints are used for the purposes of search and positive identification only, and will be returned with the access request results. Information in this bank may be maintained in hard copy files, microfilm electronic images as well as in automated form in the Canadian Police Information Centre (CPIC) and/or in the Criminal Record Entry Maintenance and Monitoring – Direct Entry System (CREMM – DES). Records are held at RCMP Headquarters and various external RCMP detachments. ***Class of Individuals:*** Individuals who have been fingerprinted as a result of criminal charges, individuals fingerprinted under the Immigration Regulations, 1978 and employees of the RCMP and the CSIS. ***Purpose:*** Law enforcement, security/reliability clearances and identification purposes. ***Consistent Uses:*** This information is used by domestic and foreign law enforcement and investigative agencies of federal/provincial/state and municipal governments, departments of the criminal justice system and the courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is used by the insurance crime prevention bureaus for the purpose of combatting arson and auto theft and related offences, by the federal/provincial/municipal agencies for security and reliability screening, by the Canadian Security Intelligence Service for the purposes of investigating threats to the security of Canada and the preparation of security assessments. This information is also used for research planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. Fingerprints taken under authority of the Immigration Regulations, 1978 are used for identification purposes in the immigration process. RCMP and CSIS employee fingerprints are used to assist in the maintenance of continuously updated security/reliability clearances. NOTE: Pardoned Records will be released only to individuals entitled to these records under the Privacy Act or with the approval of the Solicitor General of Canada. ***Retention and Disposal Standards:*** The personal information contained in this bank is broken down into several categories. The National Archivist of Canada has assigned each of these categories a corresponding retention schedule which can vary from several months to the time data subject reaches the age of one hundred years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***Related to PR#:*** CMP IDD 105 ***TBS Registration:*** 001002 ***Bank Number:*** CMP PPU 030

Firearms Registration/Legislation Records

Description: This bank contains applications to register restricted weapons, registration certificates, and other weapons that are "recorded" to police agencies, government departments, museums, firearms dealers and others as required by legislation, FLEUR, or inventory purposes, applications for interprovincial permits to carry, transport or convey restricted weapons: firearms acquisition certificates (FAC); documentation on prohibitions, refusals and revocation of certificates and permits. The Commissioner of the RCMP has the statutory authority under the Criminal Code to maintain a registry of every Restricted Weapon Registration Certificate. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and if required, FAC number. Information in relation to registration certificates, refusals or revocations of registration certificates, and interprovincial permits to carry restricted weapon(s) is located at RCMP headquarters in Ottawa. Information relating to other permits, certificates and prohibitions is located at the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm,

and in automated form in the Canadian Police Information Centre (CPIC). ***Class of Individuals:*** Individuals who have applied to register restricted weapons in Canada and have been issued a registration certificate; applied to the local registrar (L.R.) of firearms for a Firearms Acquisition Certificate (FAC) and have been issued a FAC applied for and have been issued a permit by the L.R. to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms. ***Purpose:*** The administration and enforcement of firearms control legislation in Canada. ***Consistent Uses:*** Information in this bank is used by domestic and foreign accredited law enforcement of federal, provincial/state and municipal governments, and chief provincial/territorial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of two calendar years. Some personal information in this bank may be retained permanently pursuant to subsection 114(1) of the Criminal Code. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***Related to PR#:*** CMP IDD 110 ***TBS Registration:*** 001003 ***Bank Number:*** CMP PPU 035

OPERATIONS ACTIVITY

Courses Administered by the RCMP

Description: This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. This bank also contains personal information on public servants employed by the RCMP, including their social insurance number (SIN), who have participated in courses administered by the RCMP or sponsored by an outside agency. It also includes the SIN of RCMP members who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. For members of the RCMP, assessments are also maintained on their personnel file (Bank CMP PPE 801). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and development or educational courses administered by the RCMP, the PSC, the National Archives Canada, or other Training/Educational Institutions that are centrally controlled through registration procedures by the RCMP. ***Purpose:*** This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses and support the renewal of an instructor's personal service contract. The information pertaining to public servants' and RCMP members' social insurance numbers is for the purpose of managing training throughout the public service and for administering courses provided by the PSC Training and Development Canada. ***Consistent Uses:*** This information is also used for research, planning, evaluation and statistics and may be matched with the following information banks: RCMP Member Personnel Records (CMP PPE 801), RCMP Member Transfer/Promotion Board Proceedings/Staffing Action Files/Officer Candidates Assessment Board Proceedings (CMP PPE 803), RCMP Grievance Records (CMP PPE 804), RCMP Member Discipline and Quashed Discipline Records (CMP PPE 805), Employment Personnel Records (CMP PSE 901), Staffing (CMP PSE 902), Training and Development (CMP PSE 905), Grievances (CMP PSE 910), Discipline (CMP PSE 911), Performance Reviews and Employee Appraisals (CMP PSE 912). All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information in this bank is retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** CMP CMP 927 ***TBS Registration:*** 001010 ***Bank Number:*** CMP PPU 080

♦ Community, Contract and Aboriginal Policing

Crime Prevention/Victim Services

Description: This bank contains personal information on individuals involved in regional RCMP crime prevention/police community relations programs such as the RCMP Summer Student Program or other divisional crime prevention programs. Such programs are intended to prevent and control the incidence of crime and protect life and property and to provide the candidates with the opportunity to interface with the police function and criminal justice system as a whole. This bank contains applications, written terms of involvement, and any other record used in accepting or rejecting an individual to participate in such a program. Information in this bank is not generally carded or indexed to an individual. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide

sufficient detail of their involvement in the RCMP program, including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. ***Class of Individuals:*** Individuals who have applied for and served in regional RCMP community relations/crime prevention programs. ***Purpose:*** This information is used to determine the suitability of individuals to participate in RCMP community relations/crime prevention programs. ***Consistent Uses:*** The information is also used for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of one calendar year following termination of employment at the headquarters of the division in which they are employed, and they are subsequently transferred to the National Archives of Canada, then to the National Personnel Records Centre for retention until the subject of the file reaches the age of 70 years. ***PAC Number:*** 69-164 ***TBS Registration:*** 000998 ***Bank Number:*** CMP PPU 010

♦ Criminal Intelligence

Criminal Operational Intelligence Records (Exempt bank)

Description: This bank contains personal information on individuals who have been implicated, following criminal investigations, in organized crime activities such as drug trafficking, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records containing personal information concerning administration, policy and management of confidential human sources and witnesses requiring protection relating to criminal operations. This bank contains investigations and occurrence reports, statements and related documentation. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form such as Automated Criminal Intelligence Information System (ACIIS) and FOCUS, Police Information Retrieval System (PIRS), National Criminal Data Bank (NCDB) and Division Information Bank (DIB). ***Class of Individuals:*** Individuals implicated in, or who are connected with and are the subject of criminal investigations including confidential human sources and witnesses. ***Purpose:*** Compiled in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. ***Consistent Uses:*** The information is used by accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***Related to PR#:*** CMP CIS 095 ***TBS Registration:*** 000999 ***Bank Number:*** CMP PPU 015

National Security Investigations Records (Exempt bank)

Description: This bank contains personal information about individuals who come to the attention of the RCMP in the course of national security enforcement including information collected in the fulfilment of the primary responsibility conferred by subsection 6(1) of the Security Offenses Act, more particularly information obtained or prepared for investigation purposes in respect of an offence under any law of Canada where a) the alleged offence arises out of conduct constituting a threat to the security of Canada within the meaning of the Canadian Security Intelligence Service Act, or b) the victim of the alleged offence is an internationally protected person within the meaning of section 2 of the Criminal Code, or the apprehension of the commission of such an offence. This bank also contains security assessments relating to internationally protected persons, as well as information concerning the management of protection services for confidential sources and witnesses used in national security investigations. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form on the Secure Criminal Information System (SCIS). ***Class of Individuals:*** Individuals who come to the attention of the RCMP during the course of national security enforcement, including fulfilment of the primary responsibility pursuant to subsection 6(1) of the Security Offenses Act, internationally protected persons, and persons providing confidential information in security investigations. ***Purpose:*** Information in this bank is used by the RCMP whose duties involve the enforcement of the law and the prevention of crime in carrying out its mandate and responsibilities in relation to national security enforcement and for the purposes of security and reliability screening. ***Consistent Uses:*** The

information is used in the course of national security enforcement including fulfilment of the RCMP's primary responsibility conferred by subsection 6(1) of the Security Offenses Act. Information is required to carry out their mandate and responsibilities in relation to national security investigations and for security and reliability screening. Information in this bank is used by domestic and foreign law enforcement and investigation agencies in connection with their official duties and responsibilities in relation to the enforcement or administration of the law and to carry out their mandate and responsibilities in relation to national security investigations. It is also used by CSIS and other federal department security officers for security and reliability screening. It is also disclosed to domestic and foreign law enforcement and investigative agencies in connection with national security investigations. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Presently under review. ***TBS Registration:*** 001001 ***Bank Number:*** CMP PPU 025

Protection of Personnel and Government Property
Description: This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted. ***Class of Individuals:*** The information relates to any person considered a threat or possible threat and victims of threats or possible threats. ***Purpose:*** This information was compiled to assess whether or not given individuals pose a threat or are victims of threats as well as for the purposes of administration and enforcement of the law and detection and prevention of crime. ***Consistent Uses:*** This information is used by domestic and foreign law enforcement agencies in the administration and enforcement of the law and in the detection and prevention of crime. It is used by federal department security officers for security and reliability screening. It is also used for research, planning, evaluation and statistical purposes. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***Related to PR#:*** CMP PRO 155 ***TBS Registration:*** 001006 ***Bank Number:*** CMP PPU 055

♦ Departmental Security

Security/Reliability Screening Records
Description: This bank contains personal data about individuals who have been the subject of a security clearance or basic or enhanced reliability check while members or employees of the RCMP, or while applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. Security clearances are carried out to assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. The data in the bank would include personal information about the subject and his or her immediate family. It may also include results or criminal records name or fingerprint checks, credit bureau checks, investigative reports related to interviews with neighbours, previous employers, character references, and an analysis of the information. Also on file is the level of security clearance issued or reliability status granted or the reasons same was denied or revoked. ***Class of Individuals:*** Members or employees of the RCMP or individuals applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. ***Purpose:*** To assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. ***Consistent Uses:*** This information may be matched with information from other personal information banks and/or classes of records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** The retention and disposal schedule for these records is 7 years from issue date of clearance or security update or 2 years from date of last correspondence on file, whichever is longer. ***TBS Registration:*** 003208 ***Bank Number:*** CMP PPU 065

♦ Immigration & Federal Branch

Lost or Stolen Passports
Description: This bank contains personal information about individuals who have lost their passports or who have had their passports stolen. Information contained in this bank is provided by and is a copy of the Department of External Affairs Passport Office file. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date and place of birth and passport number if known. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may

be maintained in hard copy files as well as in automated form in the Canadian Police Information Centre (CPIC). ***Class of Individuals:*** Individuals who have lost passports or had them stolen. ***Purpose:*** To locate lost or stolen passports and prevent their illegal use. ***Consistent Uses:*** This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments to recover lost or stolen passports and to identify the illegal use of these documents. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Information is retained until the passport has been located or has expired. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***Related to PR#:*** CMP IDD 115 ***TBS Registration:*** 001004 ***Bank Number:*** CMP PPU 040

Operational Case Records
Description: This bank contains personal information on individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes, municipal bylaws and territorial ordinances. This bank contains investigational and occurrence reports, statements, exhibit reports, copies of court documents such as summonses, warrants, etc., court briefs, and in some instances records relating to criminal histories. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the investigation occurred. Individuals wishing to access only specified information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form such as the Canadian Police Information Centre (CPIC), Police Information Retrieval System (PIRS), Division Information Bank (DIB), and the Missing Children's Registry (MCR). Information in the Social Insurance Registry may be disclosed to the RCMP pursuant to an agreement between EIC and the RCMP under section 126 of the Unemployment Insurance Act. ***Class of Individuals:*** Individuals involved in or the subject of criminal investigations. ***Purpose:*** Compiled in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. The social insurance number (SIN) is used only for the following purposes: to establish the accurate identification of an individual; to aid in the identification of a deceased person and locate their next-of-kin; or to identify and locate the owner of lost or stolen property that has a SIN inscribed. ***Consistent Uses:*** This information is used by accredited domestic and foreign law enforcement and investigative agencies, investigative support agencies established and/or empowered by legislation, departments of the Criminal Justice System and Courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening. This information may also be used for research, planning, training, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records in this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***TBS Registration:*** 000997 ***Bank Number:*** CMP PPU 005

♦ International Liaison and Protective Operations

Indices Checks – For the Protection of Persons of National and International Importance
Description: This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. This bank contains biographical data supplied by individuals and is used to determine their eligibility to obtain media accreditation; and biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. In addition to the requirements on the Personal Information Request Form, individuals must identify details pertaining to the VIP visit such as name of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of this request. ***Class of Individuals:*** The information relates to media personnel and technicians, and any person that may be in close proximity to the VIP by virtue of their employment. ***Purpose:*** Purpose is to determine eligibility to obtain media or service accreditation for a specific visit, and to comply with the mandate of Protective Services. ***Consistent Uses:*** This information is used by accredited domestic law enforcement agencies to support decisions as to whether media/service accreditation will be granted. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. ***Retention and Disposal Standards:*** Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National

Archives of Canada; and where the record has not been so designated, it shall be destroyed. ***PAC Number:*** 69-123 ***TBS Registration:*** 001007 ***Bank Number:*** CMP PPU 060

♦ Public Affairs & Information

Access Request Records
Description: This bank contains personal information on individuals who have previously submitted a Personal Information Request Form and/or an Access to Information Request Form concerning RCMP information banks as well as on individuals who have been the subject of a consultation request from another government institution. It contains previously submitted Personal Information Request Forms, Correction Requests, Access to Information Request Forms, the replies to such requests, appeals and information relating to their processing. When requesting access to this bank, in addition to the requirements indicated on the Personal Information/Access to Information Request Form, individuals must also provide their full name and date of birth. ***Class of Individuals:*** Individuals who have previously submitted Personal Information/Access to Information Request Forms concerning information obtained or prepared by the RCMP. ***Purpose:*** To comply with the Privacy Act and the Access to Information Act, to process Personal Information/Access to Information Request Forms, and for research, planning, evaluation and statistical purposes. ***Consistent Uses:*** The information is used for the processing of Personal Information/Access to Information Request Forms for other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** Records within this bank are retained for two calendar years from the date of the last piece of correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated it shall be destroyed. ***PAC Number:*** 69-123 ***TBS Registration:*** 001005 ***Bank Number:*** CMP PPU 045

Information Disclosed to Investigative Bodies
Description: This personal information bank contains a copy of the written access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies listed in Schedule II of the Privacy Act to the RCMP under paragraph 8(2)(e). This bank also contains the replies to such requests and particulars concerning information related to their processing. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and date of birth. ***Class of Individuals:*** Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws are included in this bank. ***Purpose:*** This information was compiled to comply with the Privacy Act, to enable RCMP to account for the number of requests under paragraph 8(2)(e) of the Privacy Act. ***Consistent Uses:*** This information will allow the Privacy Commissioner to audit the procedures utilized as set out in Treasury Board Guidelines .3.7.5. This information is used to verify the conditions of disclosure to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests received annually under the Privacy Act. ***Retention and Disposal Standards:*** Personal information in this bank will be kept for two years after date of last correspondence. ***TBS Registration:*** 003207 ***Bank Number:*** CMP PPU 050

Manuals

- Administration Manual
- Air Services
- Career Management
- CPIC Reference Manual
- Financial Management
- Firearms Training
- Forensic Identification
- Health Services
- Informatics
- Laboratory Services
- Material and Services
- National Firearms
- Operational Manual
- Pay Procedures
- Personnel Administration Manual – Public Service
- Planning
- Property Management
- Protective Policing
- Security
- Tactical Operations
- Training
- Uniform and Dress

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the RCMP and its various programs and functions may be directed to:

Royal Canadian Mounted Police public Affairs Directorate
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

(613) 993-1085

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police at:

Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R2

(hours 8: 00 to 15: 00)

Reading rooms are also available at the following Divisional Headquarters:

Atlantic Region

306 Charter Avenue
Pleasantville, Newfoundland

Hours: 08: 30 to 16: 30

3139 Oxford Street
Halifax, Nova Scotia

Hours: 08: 30 to 16: 30

1445 Regent Street
Fredericton, New Brunswick

Hours: 08: 30 to 16: 30

450 University Avenue
Charlottetown, Prince Edward Island

Hours: 08: 30 to 16: 30

Central Region

4225 Dorchester Boulevard West
Westmount, Quebec

Hours: 08: 30 to 16: 30

130 Dufferin Street
London, Ontario

Hours: 08: 30 to 16: 30

Western and Northern Region

1091 Portage Avenue
Winnipeg, Manitoba

Hours: 08: 30 to 16: 30

6101 Dewdney Avenue
Regina, Saskatchewan

Hours: 08: 30 to 16: 30

11140 – 109 Street
Edmonton, Alberta

Hours: 08: 30 to 16: 30

5255 Heather Street
Vancouver, British Columbia

Hours: 08: 30 to 16: 30

4100 – Fourth Avenue
Whitehorse, Yukon Territory

Hours: 08: 30 to 16: 30

5010 – 49th Avenue
Yellowknife, Northwest Territories

Hours: 08: 30 to 16: 30

Royal Canadian Mounted Police External Review Committee

Chapter 115

General Information

Background

The RCMP External Review Committee was created on December 18, 1986 as a result of the 1976 Report of the Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police.

Responsibilities

The RCMP External Review Committee is a neutral third party that provides an independent and impartial review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to it from the Royal Canadian Mounted Police. The Committee reports annually to Parliament through the Solicitor General of Canada. The Committee may institute hearings, summon witnesses, administer oaths and receive and accept such evidence or other information as the Committee sees fit. The findings and recommendations of the Chairperson or the Committee are sent to the parties and the Commissioner of the Royal Canadian Mounted Police.

Legislation

- RCMP External Review Committee Rules of Practice and Procedure
- Regulations pursuant to the RCMP Act
- Royal Canadian Mounted Police Act

Organization

The RCMP External Review Committee is designated as a department within the meaning and for the purposes of the Financial Administration Act. Treasury Board is its employer.

The Committee is made up of a chairperson, a vice-chairperson and three other members, all appointed by the Governor in Council. The Chairperson is a full-time member, and is the chief executive officer of the Committee. The Executive Director is responsible to the Chairperson for the administration of the case review function.

♦ Grievances and Appeals

The Committee is responsible for the operational review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to the Committee by the Royal Canadian Mounted Police. The review program provides an analysis and reporting service and associated procedural and logistical services required to support an orderly and effective review process.

Information Holdings

Program Records

Boards of Inquiry
Description: Information on the appointment of Committee members as a board of inquiry under section 24.1 of the RCMP Act. ***Topics:*** Appointment documents; terms of reference; evidence received; information related to hearing and investigations; reports. ***Access:*** By case file. ***Program Record Number:*** ERC CVM 040

Communication Plan
Description: Information on the communication plan of the RCMP External Review Committee. ***Topics:*** Committee brochures; audio-visual presentations; Communiqué; annual reports; logo. ***Access:*** By subject. ***Program Record Number:*** ERC EXE 065

Disclosures
Description: Information on the application to the RCMP External Review Committee of the Access to Information and Privacy legislation. ***Topics:*** Access to Information Act and Privacy Act and regulations; related policies and procedures; compliance measures of the Committee; statistical and activity reports. ***Access:*** By subject. ***Program Record Number:*** ERC EXE 055

Fees and Allowances – Subsection 46(3) of the RCMP Act
Description: Information on the payment of fees and allowances to witnesses at a hearing of the RCMP External Review Committee. ***Topics:*** Applicable rates of payment; requests for payment made under section 21 of the RCMP External Review Committee Rules of Practice and Procedure; related policies and decisions. ***Access:*** By case file. ***Program Record Number:*** ERC EXE 030

Interested Persons Applications
Description: Information on applications to be considered an interested person pursuant to subsection 35(5) of the RCMP Act and section 5 of the RCMP External Review Committee Rules of Practice and Procedure. ***Topics:*** Application forms; legislation; policies and procedures. ***Access:*** By case file. ***Program Record Number:*** ERC DGA 045

Mediation
Description: Information on the use of mediators to attempt to resolve disputes between the RCMP and its members in matters over which the RCMP External Review Committee has jurisdiction. ***Topics:*** Requests for and appointment of mediators; terms of reference;

mediation reports. ***Access:*** By case file. ***Program Record Number:*** ERC DGA 035

Questions of Law or Jurisdiction
Description: Legal opinions and research, and related correspondence, in relation to matters within the mandate of the Committee. ***Topics:*** Law related to operational case files, administrative matters or research. ***Access:*** By subject. ***Program Record Number:*** ERC DGA 020

Research Program
Description: Information on the research program of the RCMP External Review Committee. ***Topics:*** Research plan; correspondence relating to research; research reports. ***Access:*** By subject or, if case-related, by case file. ***Program Record Number:*** ERC RES 050

Security
Description: Information on the application to the RCMP External Review Committee of the Security Policy of the Government of Canada. ***Topics:*** Security Policy of the Government of Canada; related correspondence, policies and procedures; compliance measures of the Committee. ***Access:*** By subject. ***Program Record Number:*** ERC EXE 060

Travel and Living Expenses – Subsection 35(12) of the RCMP Act
Description: Information on the payment of travel and living expenses to members of the RCMP, their counsel or representatives pursuant to subsection 35(12) of the RCMP Act. ***Topics:*** Submissions for payment under section 20 of the RCMP External Review Committee Rules of Practice and Procedure; related policies and decisions. ***Access:*** By case file. ***Program Record Number:*** ERC EXE 025

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the RCMP External Review Committee may be directed to:

Executive Director
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2

Tel: 613) 998-2134
Fax: (613) 990-8969

E-mail: org@erc-cee.gc.ca

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the RCMP External Review Committee at the:

Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario

(hours 8:00 to 15:00)

Royal Canadian Mounted Police Public Complaints Commission

Chapter 116

General Information

Background

The Royal Canadian Mounted Police Public Complaints Commission was established by Parliament in March 1986, as a result of recommendations arising from the 1976 Marin Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police, and the 1981 McDonald Commission of Inquiry Concerning Certain Activities of the Royal Canadian Mounted Police. Part VII of the Royal Canadian Mounted Police Act, which made the Commission operational, came into force on September 30, 1988.

Responsibilities

The Royal Canadian Mounted Police Public Complaints Commission is an independent administrative tribunal empowered to conduct external and independent reviews of public complaints concerning the conduct of members of the RCMP in the course of their duties. The Chairman of the Commission reviews the disposition of the complaint by the RCMP and may conduct investigations and institute public hearings of the Commission. The Chairman may, as well, initiate a complaint personally if there are reasonable grounds for investigation. If the Chairman considers it advisable in the public interest, the Chairman may conduct an investigation of any complaint or institute a hearing regardless of whether the complaint has been investigated or otherwise dealt with by the RCMP. The findings and recommendations of the Chairman are sent to the Commissioner of the RCMP and the Solicitor General of Canada. The Chairman reports annually to Parliament through the Solicitor General of Canada.

Legislation

- Royal Canadian Mounted Police Act, Parts VI and VII

Organization

The Commission consists of a Chairman, a Vice-Chairman, a member for each contracting province and not more than three other members, to be appointed by order of the Governor in Council. The Chairman is the Chief Executive Officer of the Commission and has supervision over and direction of the work of the Commission staff. The senior staff of the Commission consists of an Executive Director, a General Counsel, a Director of Operations, Senior Reviewer/Analysts, Reviewer/Analysts, Investigators, a Senior Advisor Policy, Planning and Research, Regional Directors and an Office Manager.

Information Holdings

Program Records

Complaints
Description: Information on each complaint submitted by a member of the public to the RCMP Public Complaints Commission is placed in a separate file. Such file contains all correspondence, records of interviews, investigations, hearings, findings, recommendations and reports concerning the complaint held by and under the control of the Commission. ***Program Record Number:*** PCC EXE 010

Information Access Policy/Disclosures
Description: Information on policy and procedures which govern the collection, retention, disposal, disclosure and formal public access to both personal and non-personal information under the RCMP Public Complaints Commission's control as it relates to the Access to Information Act and the Privacy Act. ***Program Record Number:*** PCC AIP 030

Legal Matters
Description: Information on the RCMP Public Complaints Commission's jurisdiction, administration of legal matters, legal opinions and decisions, practice and procedure. ***Topics:*** Policy; general correspondence; cases; retrospectivity and the RCMP Public Complaints Commission; jurisdiction issues; practice and procedure; application of Part VII of Bill C-65 to off-duty members of the RCMP and the RCMP itself; opinions rendered by legal advisors on Administrative Law and Charter Issues; aboriginal people; minority groups. ***Program Record Number:*** PCC LEG 025

Organization and Functions
Description: Information on the RCMP Public Complaints Commission's organization, correspondence, activities and reports. ***Topics:*** General correspondence; appointments; communications plan; organization; complaints procedure; meetings; annual reports; rules of conduct; operational framework plan. ***Program Record Number:*** PCC EXE 005

Royal Canadian Mounted Police
Description: Information on RCMP organization, strength, policies, regulations, statistics on complaints and reports. ***Topics:*** General correspondence; RCMP organization and strength; RCMP statistics – complaints against the Force and its members; RCMP operational statistics reporting system (Mayor's Report); RCMP recruiting of minorities; RCMP bulletin public complaints policy; administration and operational manuals; regulations; Commissioner's

forecast; provincial and municipal policing contracts; Canadian Program of Science and Technology in Support of Law Enforcement; 1987-88 Annual Report; 1988-89 Annual Report; 1989-90 Annual Report; 1990-91 Annual Report; 1991-92 Annual Report. ***Program Record Number:*** PCC EXE 015

Security

Description: Information on security regulations for the handling of documents, the administration of the personnel security program involving clearance, physical security of buildings, installations and facilities. ***Topics:*** General correspondence; physical security; security policy; classification of information. ***Program Record Number:*** PCC EXE 020

Staffing

Description: Records on employment and staffing in general, applications, casual and term employees, competitions and programs, recruitment, requests for staffing action, and summer employment for students. ***Program Record Number:*** PCC EXE 040

Personal Information Banks

Complaints and Requests for Review made by the Public Against the RCMP Under the Royal Canadian Mounted Police Act, Part VII

Description: This bank contains the files on complaints concerning the conduct of members of the RCMP received by the RCMP Public Complaints Commission. These complaints are sent by the Commission to the RCMP for investigation. This bank also contains the files on reviews carried out by the Commission as a result of requests from members of the public who are not satisfied with the RCMP disposition of their complaints. The review files contain statements from individuals, correspondence with and reports about complainants, respondents and witnesses dealing with the complaint and other facts relevant to the RCMP investigations. These complaint and review files date from October 1, 1988. ***Class of Individuals:*** Complainants, members of the RCMP, witnesses and other parties to the complaint. ***Purpose:*** The purpose of this bank is to record, inquire into and follow up on complaints regarding the conduct of members of the RCMP. ***Consistent Uses:*** The information is used by the Commission to fulfil its mandate under the Royal Canadian Mounted Police Act, as well as for research, planning, evaluation and statistical purposes. ***Retention and Disposal Standards:*** All complaint and review files are retained for 50 years. They are held by the Commission for a period of two years after the file is closed and then transferred for storage for 48 years to the National Archives of Canada. ***Related to PR#:*** PCC EXE 010 ***TBS Registration:*** 002640 ***Bank Number:*** PCC PPU 005

Contracts

Description: This bank contains a record of all personal and professional service contracts entered into by the Commission. It contains information such as the original contractual documents, invoices and records of payment for individual and professional services. ***Class of Individuals:*** Personal information relates to individuals hired under personal service contracts by the Commission. ***Purpose:*** The bank is used for accounting, reference and statistical purposes. ***Retention and Disposal Standards:*** Files are retained for six years after the contract is cancelled or terminated and then destroyed. ***Related to PR#:*** PCC EXE 040 ***TBS Registration:*** 003795 ***Bank Number:*** PCC PPU 025

Requests for Access to Records Under the Access to Information Act

Description: This bank contains both formal and informal requests sent by individuals seeking access to information pursuant to the Access to Information Act, replies to such requests and information related to their processing. ***Class of Individuals:*** Applicants under the Access to Information Act. ***Purpose:*** This material is collected and used for processing access requests only, and for use in the preparation of the annual report to the Treasury Board Secretariat. ***Retention and Disposal Standards:*** These records are retained for two years and are then destroyed. ***Related to PR#:*** PCC AIP 030 ***TBS Registration:*** 002643 ***Bank Number:*** PCC PPU 020

Requests for Access to Records under the Privacy Act

Description: This bank contains formal requests sent by individuals seeking access to information relating to those individuals pursuant to the Privacy Act, replies to such requests and information related to their processing. ***Class of Individuals:*** Applicants under the Privacy Act. ***Purpose:*** This material is collected and used for processing privacy requests only, and for use in the preparation of the annual report to the Treasury Board Secretariat. ***Retention and Disposal Standards:*** These records are retained for two years and are then destroyed. ***Related to PR#:*** PCC AIP 030 ***TBS Registration:*** 002642 ***Bank Number:*** PCC PPU 015

Staffing

Description: This bank contains information on individuals who have submitted a written application for employment to the Royal Canadian Mounted Police Public Complaints Commission. The files contain a variety of information that might include completed application forms, résumés, letters of reference and letters acknowledging receipt of the applications. ***Class of Individuals:*** Individuals interested in securing employment with the Commission. ***Purpose:*** These records are consulted when employment vacancies arise. ***Retention and Disposal Standards:*** These records are kept for two years after the eligible list for a staffing action expires. ***Related to PR#:*** PCC EXE 040 ***TBS Registration:*** 002641 ***Bank Number:*** PCC PPU 010

Manuals

- RCMP Public Complaints Commission Complaints Procedures Manual (Draft)
- RCMP Public Complaints Commission Rules of Practice and Procedures for Hearings (Draft)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the RCMP Public Complaints Commission may be directed to:

Executive Director
RCMP Public Complaints Commission
P.O. Box 3423, Station D
Ottawa, Ontario
K1P 6L4

Reading Room

In accordance with the Access to Information Act, an office has been designated as a public reading room. This room is situated at:

3rd Floor
60 Queen Street
Ottawa, Ontario.

Saguenay Port Authority
Chapter 117

General Information

Background
The Saguenay Port Authority was created May 1, 1999 by Letters Patent issued on that date and delivered by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Saguenay Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Saguenay Port Authority was a non corporate port as per the Canada Ports Corporation Act and was called the « Port of Saguenay ».

Responsibilities
The Port of Saguenay contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Saguenay Port Authority as well as federal real property under its management or held by it are listed in Schedule « A » and « B » of its Letters Patent.

The Saguenay Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods, handling of goods and storage of goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Saguenay Port Authority must see to the management of federal real property and personal property and any rights related to the property. It may fix fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and goods and services it provides or any privilege conferred by it. As for order and safety, the Saguenay Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation
- Canada Marine Act, C.A. 1998, Chapter C-10
- Port Authorities Management Regulations
- Letters Patent of the Saguenay Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 chap. 1064 as modified.

Organizational Structure

♦ Chief Executive Officer
The Chief Executive Officer of the Saguenay Port Authority, who is the head of the institution for the purposes of the Access to information Act, exercises all the powers and responsabilities pertaining to this function under the Act in question.

♦ Administration and Traffic
This sector is responsible for financial analysis, budget forecasts, drafting of financial reports and the corporate plan, cash management, computer systems, marine traffic management within harbour limits, allocation of berths and enforcement of regulations as a port authority.

♦ Operation and Development
This sector is responsible for the development of port business and ensures the optimal use of facilities. It also analyses industry trends, conducts market and economic studies, plans advertising, maintains and operates facilities as well as carrying out emergency planning.

Information Holdings

Program Records

Commercial Information
Description: Economic and business forecasts, commodity outlook and other commercial information. ***Topics:*** Statistics, forecasts; commodities, rates. ***Program Record Number:*** SAG COM 005

Corporate Plans
Description: Information on the corporate plan. ***Topics:*** Guidelines, assessment; research; forecasts, data and cost analysis. ***Program Record Number:*** SAG ENT 020

Engineering Services
Description: Information on the planning, design, construction and maintenance of Saguenay Port Authority. ***Topics:*** Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments. ***Program Record Number:*** SAG ING 010

Marketing
Description: Information on marketing plans and market research; analysis of commercial and financial data necessary to develop marketing plans. ***Topics:*** Research; studies; surveys and reports; cost analysis; storage and packaging of goods; traffic; statistics. ***Program Record Number:*** SAG MAR 015

Security
Description: Information relating to accidents and investigations. ***Topics:*** Incident summaries; assessments; research. ***Program Record Number:*** SAG SEC 025

Tariffs
Description: Information on the establishment of, and revisions to, tariffs. ***Topics:*** Harbour dues; berthage rates; wharfage rates; remissions; notices. ***Program Record Number:*** SAG TAR 030

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records ans a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Personal Information Banks

Access Request Data Bank
Description: This bank contains requests from individuals seeking information under the Access to information Act and the Privacy Act. ***Class of Individuals:*** General public. ***Purpose:*** This bank processes access requests and reports the total number of requests processed. ***Consistent Uses:*** This bank is used to report on the administration of the Access to information and Privacy Acts. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***TBS Registration:*** 004344 ***Bank Number:*** SAG PPU 015

Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the Saguenay Port Authority. ***Class of Individuals:*** General public. ***Purpose:*** Information may be used to fill vacancies in the Saguenay Port Authority for which applicants have suitable qualifications. ***Consistent Uses:*** The bank provides a record of the information used in staffing a position. ***Retention and Disposal Standards:*** Records are retained for one year and then destroyed. ***TBS Registration:*** 004343 ***Bank Number:*** SAG PPU 010

Claims
Description: This bank contains information relating to settlements by and against the Saguenay Port Authority. ***Class of Individuals:*** General public, companies and institutions of Canadian or foreign extraction. ***Purpose:*** This bank documents the settlements of all claims by or against the Saguenay Port Authority. ***Consistent Uses:*** This bank documents the legal settlements of all claims by or against the Saguenay Port Authority. ***Retention and Disposal Standards:*** Records are retained for two years after the settlement and then destroyed. ***TBS Registration:*** 004345 ***Bank Number:*** SAG PPU 020

Personal Service Contracts
Description: This bank contains the terms and conditions of individuals employed on contract to the Saguenay Port Authority. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is provide documentation and authorization for personal service contracts. ***Consistent Uses:*** This bank is used to record payment to individuals for income tax purposes as well as budgetary spending. ***Retention and Disposal Standards:*** Records are retained for six years after expiry of the contract and then destroyed. ***TBS Registration:*** 004342 ***Bank Number:*** SAG PPU 005

Property Services
Description: This bank contains information on the property that is managed by the Authority and tenants. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to document property transactions between Her Majesty, the Saguenay Port Authority and general public such as leases, agreement, sale, exchange or purchase of lands. ***Consistent Uses:*** The information in this bank is used to document the decision process in property matters. ***Retention and Disposal Standards:*** Records are retained for an indeterminate period. ***TBS Registration:*** 004346 ***Bank Number:*** SAG PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Engineering Policies and Procedures
- Financial Management Policies and Guidelines
- Operating By-law
- Operational Procedures and Guidelines Manual
- Porth Authorities Management Regulations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Saguenay Port Authority and its various programs and functions may be directed to:

Saguenay Port Authority
6600, Terminal Road
Ville de la Baie (Quebec)
G7B 3N9

Tel.: (418) 697-0250
Fax: (418) 697-0243
Web site: www.portsaguenay.ca
E-mail: apc@portsaguenay.ca

Reading Room

Saguenay Port Authority has designated office space at its offices as a reading room for the purposes of the Access to Information Act. The address is:

6600, Terminal Road
Ville de la Baie (Quebec)
G7B 3N9

Sahtu Land & Water Board
Chapter 118

General Information

Background
The SAHTU Land & Water Board is a regulatory authority that has its origins from the land claim process in the Sahtu Settlement Area of the Northwest Territories. The Sahtu Settlement Area or Sahtu region as it is commonly referred to is the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita (formerly Fort Norman), Deline (formerly Fort Franklin) and Norman Wells.

Responsibilities
The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the SAHTU Land & Water Board to regulate the use of land and water by issuing, amending, renewing and suspending land use permits and water licences throughout the Sahtu region. This authority extends to all crown, Sahtu lands and private lands. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to use.

Legislation
- Mackenzie Valley Resource Management Act
- NWT Waters Act

Organization
The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporated (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the Federal Government. A Chairperson was appointed after the MVRMA was proclaimed.

The SAHTU Land & Water Board has an office in Fort Good Hope with an Executive Director, Office Administrator, Financial Controller, Permit/Licence Clerk, Land/Resource Geographer, and Hydrologist.

Information Holdings

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Land Use Permits

Applications

Land Use Permits

Reasons for Decisions

Terms & Conditions

Staff Reports

Water Licences

Manuals
- Land Use Permit Process (Draft)
- Water Licence Process (Draft)
- Rules for Public Hearings (Draft)

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

You may contact the Office Administrator at the SAHTU Land & Water Board by one of the following means:

Mail: P.O. Box 1
Ft. Good Hope,
NT
X0E 0H0

Telephone:(867) 598-2413
Fax:(867) 598-2325

Electronic mail address:
Website address:www.slwb.com

Reading Room
In accordance with the Mackenzie Valley Land Use Regulations, an area on the premises of this institution has been designated as a Public Registry reading room. The address is:

Old Nursing Station building
Fort Good Hope, Northwest Territories

Sahtu Land Use Planning Board
Chapter 119

Note: The SAHTU Land Use Planning Board is subject to the Privacy and Access to Information Acts.

Saint John Port Authority
Chapter 120

The Saint John Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

Seaway International Bridge Corporation Ltd
Chapter 121

General Information

Background
The Seaway International Bridge Corporation, Ltd. (the Joint Venture) is an agent of The Federal Bridge Corporation, Ltd. and its U.S. counterpart, the Saint Lawrence Seaway Development Corporation. The purpose of the Joint Venture is to operate and manage the international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, based on a September 1957 joint venture agreement.

The crossing consists of two high level bridges and an interconnecting roadway and toll plaza located on Cornwall Island, in the St. Lawrence River. The crossing accommodates single lane traffic in both north and south directions.

The St. Lawrence Seaway Development Corporation and the Federal Bridge Corporation Ltd. are the owners of the bridges and roadway.

The Corporation obtains the majority of its funds from bridge tolls, and a nominal amount from leases and licenses as well as interest earned on short-term investments.

The Corporation's objectives are to:

- Operate and maintain an international toll bridge system
- Ensure the safe and efficient movement of vehicle traffic and the protection of the environment; and
- Return annual financial surpluses to the Seaway entities

Responsibilities
The head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners – The Federal Bridge Corporation Ltd. of Canada and the United States Saint Lawrence Seaway Development Corporation.

Legislation
The Seaway International Bridge Corporation Ltd. was incorporated under the Canada Business Corporations Act in 1962 and is a subsidiary of the Federal Bridge Corporation Ltd. The Federal Bridge Corporation Ltd. was created under the St. Lawrence Seaway Authority Act in 1998, and owns all of the shares in the Seaway International Bridge Corporation.

Organization
The Corporation's activities are based on Cornwall Island in the St. Lawrence River near Cornwall, Ontario. Corporate functions include collection of tolls, maintenance of the structures and roadways, and administration.

Information Holdings

Program Records

Seaway International Bridge Corporation Ltd
Description: Information on The Seaway International Bridge Corporation, Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls. ***Topics:*** Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges – construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders', directors', and management committee meetings. ***Program Record Number:*** SIBC SIBC 120

Personal Information Banks

Accounts Payable Files
Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account. ***Class of Individuals:*** Individuals, firms, employees. ***Purpose:*** The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided services or sold products to the Corporation, or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees. ***Retention and Disposal Standards:*** Original accounts payable vouchers together with supporting documentation – seven years. ***PAC Number:*** 72-019 ***TBS Registration:*** 000283 ***Bank Number:*** SIBC PPU 075

Accounts Receivable Files
Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account.

Manual files exist to maintain hard copy documentation. Access to the bank will require name and address. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation. ***Retention and Disposal Standards:*** Six years. ***PAC Number:*** 72-019 ***TBS Registration:*** 000284 ***Bank Number:*** SIBC PPU 080

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications. ***Class of Individuals:*** Individuals seeking employment. ***Purpose:*** This bank exists to retain applications for employment. ***Consistent Uses:*** To support decisions regarding the referral of candidates for staffing purposes. ***Retention and Disposal Standards:*** Files are retained for a period of two years from date of receipt. ***PAC Number:*** 72-019 ***TBS Registration:*** 001601 ***Bank Number:*** SIBC PPU 121

Bridge Passes

Description: A record of the names of individuals to whom a bridge pass has been issued and pass usage. This bank is computerized. Access to this bank will require name. ***Class of Individuals:*** Firms, individuals, reserve inhabitants. ***Purpose:*** To maintain a record of names of individuals to whom a bridge pass has been issued and pass usage. ***Retention and Disposal Standards:*** Five years after litigation is settled. ***PAC Number:*** 72-019 ***TBS Registration:*** 000292 ***Bank Number:*** SIBC PPU 120

Claim, Accident Files

Description: This bank includes, accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the accident or the reason for the claim. ***Class of Individuals:*** Individuals, firms. ***Purpose:*** The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals. ***Consistent Uses:*** The information is used for reference purposes. ***Retention and Disposal Standards:*** Fatal accidents (other than staff), motor vehicle accidents, claims/debts due to or against the Crown – six years after settlement. ***PAC Number:*** 72-019 ***TBS Registration:*** 000282 ***Bank Number:*** SIBC PPU 070

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for construction projects. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for future contract work. ***PAC Number:*** 72-019 ***TBS Registration:*** 000286 ***Bank Number:*** SIBC PPU 090

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of the person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon. ***Retention and Disposal Standards:*** Files are retained indefinitely. ***PAC Number:*** 72-019 ***TBS Registration:*** 000289 ***Bank Number:*** SIBC PPU 105

Easement Files

Description: This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Files are retained for three years after expiry of privilege involved. ***PAC Number:*** 72-019 ***TBS Registration:*** 000291 ***Bank Number:*** SIBC PPU 115

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The

filing sequence is by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation. ***Consistent Uses:*** The information contained in this bank is used for reference purposes. ***Retention and Disposal Standards:*** Twenty years after cancellation of privilege. ***PAC Number:*** 72-019 ***TBS Registration:*** 000290 ***Bank Number:*** SIBC PPU 110

Procurement Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. ***PAC Number:*** 72-019 ***TBS Registration:*** 000285 ***Bank Number:*** SIBC PPU 085

Professional Service Contract Files
Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. ***Class of Individuals:*** Firms, individuals. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. ***Consistent Uses:*** These files may be used for research purposes for future contract work. ***Retention and Disposal Standards:*** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. ***PAC Number:*** 72-019 ***TBS Registration:*** 000288 ***Bank Number:*** SIBC PPU 100

Purchase Orders and Tender Files
Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number. ***Class of Individuals:*** Firms. ***Purpose:*** The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. ***Consistent Uses:*** These files may be used as research for future purchase requirements. ***Retention and Disposal Standards:*** Five years. ***PAC Number:*** 72-019 ***TBS Registration:*** 000287 ***Bank Number:*** SIBC PPU 095

Manuals

- Accident Prevention Manual
- Canada Labour Code
- Operations Manual
- Personnel Manual
- Purchasing Manual
- Records Management Manual
- Emergency Response Plan Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about The Seaway International Bridge Corp. Ltd. and its various programs and functions may be directed to:

The Seaway International Bridge Corporation, Ltd.
Manager
P.O. Box 836
Cornwall, Ontario
K6H 5T7

(613) 932-6601

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the following institutions has been designated as a public reading room. The addresses are:

The Seaway International Bridge Corporation, Ltd.

Administration Building
Cornwall Island
Cornwall, Ontario

Security Intelligence Review Committee
Chapter 122

General Information

Background
The Security Intelligence Review Committee was established under the Canadian Security Intelligence Service Act on July 14, 1984.

Responsibilities
The Security Intelligence Review Committee, an independent external review body, is mandated to review the performance by the Canadian Security Intelligence Service of its duties and functions. The Committee is required to investigate complaints from individuals who have had their employment prospects affected by the denial of a security clearance. It also investigates reports made to it by the Secretary of State for Citizenship, the Minister of Immigration, the Human Rights Commission, and the Solicitor General of Canada, which relate to national security or to an individual's involvement in organized crime. The Committee is required to report annually to Parliament, through the Solicitor General, on these matters.

Legislation
- Canadian Security Intelligence Service Act

Organization
Research Section:

Carries out studies and other activities to provide the external review of the Canadian Security Intelligence Service.

Complaints Section:

Investigates complaints by individuals, or reports by Ministers, related to security clearances and the national security of Canada.

Information Holdings

Manuals
- The Security Intelligence Review Committee's Rules of Practice and Procedures, dated March 9, 1985

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Individuals wishing to make general enquiries on the Security Intelligence Review Committee are requested to contact:

The Security Intelligence Review Committee
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5

(613) 990-8441

Reading Room
Two offices have been designated under the Access to Information Act as public reading rooms. These rooms are situated at:

14th floor
Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario

Sept-Îles Port Authority
Chapter 123

General Information

Background
The Sept-Îles Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Sept-Îles Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Sept-Îles Port Authority was a non-corporate port within the meaning of the Canada Ports Corporation Act and was called the « Port of Sept-Îles ».

Responsibilities
The Port of Sept-Îles contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Sept-Îles Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules « A » and « B » to its letters patent.

The Sept-Îles Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and handling and storage of goods, to the extent that these activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Sept-Îles Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Sept-Îles Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation
- Canada Marine Act, S.C. 1998, chapter 10
- Port Authorities Management Regulations
- Letters Patent of the Sept-Îles Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 c. 1064 as amended.

Organization

General Manager and Chief Executive Officer
As the individual responsible for the organization, the General Manager and Chief Executive Officer performs all the activities related to port operations pursuant to the Canada Marine Act and the Access to Information Act.

♦ Finance and Administration
This sector is responsible for financial analysis, budget forecasts, preparing of financial reports and the corporate plan, cash management, computer systems, human resources and property.

♦ Operations
This sector is responsible for marine traffic management within the harbour limits, allocation of berths, enforcement of regulations as a port authority as well as emergency planning.

♦ Engineering
This sector is responsible for managing capital projects and major repairs to facilities.

♦ Maintenance
This sector is responsible for minor repairs and preventive maintenance to facilities and equipment. Equipment operation is also managed by this sector.

Information Holdings

Program Records

Business Information
Description: Documentation on economic and business forecasts, cargo overview and other business information. Topics: Statistics; forecasts, goods; rates. ***File Number:*** SIPA COM 005

Engineering
Description: Documentation on planning, design, construction and maintenance of facilities. ***Topics:*** Construction supervision; consultant management; research; plans; submissions; work authorities; inspections; progress reports and payments. ***File Number:*** SIPA ING 010

Marketing
Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans. ***Topics:*** Research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics. ***File Number:*** SIPA MAR 015

Corporate Plan
Description: Documentation on the corporate plan. ***Topics:*** Guidelines; assessment; research; forecasts; data and cost analysis. ***File Number:*** SIPA ENT 020

Security
Description: Material and information on accidents and enquiries. ***Topics:*** Incident reports, assessment of information and reports. ***File Number:*** SIPA SEC 025

Tariffs
Description: Material on tariff setting and revision. ***Topics:*** Harbour dues; berthage and wharfage; remittals; notices. ***File Number:*** SIPA TAR 030

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audit

Budgets

Buildings

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Job Classification

Lands

Occupational Health, Safety and Welfare

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Personal Information Banks

Personal Service Contracts
Description: This bank contains the terms and conditions of contracts of employment between individuals and the Sept-Îles Port Authority. ***Class of Individuals:*** General public ***Purpose:*** This bank is used to provide material and authority for personal service contracts. ***Consistent Uses:*** To record payment to individuals for income tax and budgetary purposes. ***TBS Registration:*** 004376 ***Bank Number:*** SIPA PPU 005

Applications for Employment
Description: This bank contains applications received by the Sept-Îles Port Authority. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to fill certain positions in the Sept-Îles Port Authority for which applicants have suitable qualifications. ***Consistent Uses:*** To provide a record of the information and documentation used in staffing a position. ***Retention and Disposal Standards:*** Records are retained for one year and then destroyed. ***TBS Registration:*** 004377 ***Bank Number:*** SIPA PPU 010

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. ***Class of Individuals:*** General public. ***Purpose:*** This bank processes access requests and reports the total number of requests processed for statistical purposes. ***Consistent Uses:*** This bank is used to report on the administration of the Access to Information and Privacy Acts. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***TBS Registration:*** 004378 ***Bank Number:*** SIPA PPU 015

Claims
Description: This bank contains information relating to complaints by and against the Authority. ***Class of Individuals:*** General public, companies and institutions of Canadian or foreign extraction. ***Purpose:*** This bank documents the settlement of claims by of against the Authority. ***Consistent Uses:*** This bank documents the legal settlements of all claims by or against the Authority. ***Retention and Disposal Standards:*** Records are retained for two years after the settlement and then destroyed. ***TBS Registration:*** 004379 ***Bank Number:*** SIPA PPU 020

Property Services
Description: This bank contains basic information on properties managed by the Sept-Îles Port Authority or tenants of these properties. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands between Her Majesty, the Sept-Îles Port Authority and the general public. ***Consistent Uses:*** This bank is used to document the decision-making process in property matters. ***Retention and Disposal Standards:*** Records are retained for an undetermined period of time. ***TBS Registration:*** 004375 ***Bank Number:*** SIPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Sept-Îles Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Sept-Îles Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual
- Port Authorities Management Regulations
- Financial Management Policies and Directives
- Engineering Policies and Procedures
- Operating Bylaw

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Sept-Îles Port Authority may be directed to:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec
G4R 5P3

Tel.: (418) 961-1235
Fax: (418) 962-4445
E-mail: www.portsi.com

Reading Room

The Sept-Îles Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec
G4R 5P3

Social Sciences and Humanities Research Council of Canada

Chapter 124

General Information

Background

The Social Sciences and Humanities Research Council is a grant-giving body whose funds are voted by Parliament. Its mandate, as stated in the Act, is to promote and assist research and scholarship in the social sciences and humanities and to advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration. The Council administers programs of support for research and training in the social sciences and humanities, including fellowships, research grants, strategic grants, and funding for research dissemination and other research-related activities.

Responsibilities

The Council's objectives are to enhance the advancement of knowledge by supporting basic research in the social sciences and humanities; to support strategic research in fields of national importance; to help ensure Canada's national capacity for research and expertise in the social sciences and humanities by supporting advanced training in these disciplines; to facilitate communication among scholars in Canada and abroad and to promote awareness and use of Council-funded results within the academic community, the public and private sectors and the general public. In addition, the Council performs a leadership role in research policy in Canada through consultations and liaison with government and the scholarly community.

Legislation

- Social Sciences and Humanities Research Council Act. 1976-77, c. 24, s.2
- Social Sciences and Humanities Research Council By-Law

Organization

President

The President is the chief executive officer of Council and is responsible for the overall management and direction of the work of Council staff in the development and delivery of programs.

Common Administrative Services Directorate

The Common Administrative Services Directorate provides administrative support to the Council in the areas of human resources, information systems, finance, administration and recorded information.

Programs, Policy and Planning Branch

The Branch is responsible for fostering, promoting and assisting research through the delivery of the Council's grants and fellowships programs and for maintaining the Assessors Database. It also plans and conducts evaluations of Council programs, prepares program budget projections and allocations as well as coordinates policy and program development. In addition, it is responsible for national and international liaison and representation.

Communications

This Division has primary responsibility for Council's internal and external communications, public and media relations, and for implementation of communications policy and strategy. It provides information about Council programs and activities to the scholarly community, government, the media and the general public. It publishes Council's annual report, applicant guides and forms, adjudication manuals, reports of consultative groups, as well as other informational material on SSHRC programs. It also prepares news releases, newsletters, official correspondence, briefs, statements, speeches, and communication plans, and is responsible for the design and content of the SSHRC web site.

Corporate Liaison and Innovation

This Division enables the Council to strengthen its links with the research community, governments and outside organizations. The Division also undertakes major initiatives to develop and broaden SSHRC's mandate and activities. It is also responsible for the functions of the Corporate Secretariat.

♦ Corporate Secretariat

This unit performs secretariat functions for the Council and its standing committees, and any other ad hoc groups created to study particular issues. The Secretariat also administers the Access to Information and Privacy (ATIP) legislation, and is responsible for the Selection Committees Nominations Database, and for legal, ethical and integrity issues.

Information Holdings

Program Records

Programs, Policy and Planning Branch

Aid to Research and Transfer Journals
Description: Application files for grants to help defray part of a journal's administrative, translation, printing, mailing and distribution costs. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR IDR 125

Aid to Scholarly Publications
Description: Information on the administration by the Humanities and Social Sciences Federation of Canada of the program of partial assistance to scholarly publishers for the publication of works of advanced scholarship. ***Storage Medium:*** computerized database and paper administration files ***Program Record Number:*** SHR IDR 145

Aid to Small Universities
Description: Application files from small universities for grants to promote the focussed development of their social sciences and humanities research capacity. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 090

Community-University Research Alliances
Description: Application files from organizations within communities and university institutions for funding to examine issues identified as being of common, priority concern. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 091

Evaluation and Statistics
Description: Information on the evaluation of Council programs. Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards with various data on the applicants – academic discipline, language of application (English or French), gender, province of residence, university affiliation, citizenship (Canadian or permanent resident). ***Topics:*** Surveys and analysis of progress in program accomplishments in relation to program goals; evaluation assessments; evaluation of clientele/scholars/students. ***Storage Medium:*** Computerized database and paper case files ***Program Record Number:*** SHR EVA 021

Fellowships
Description: Application files from students seeking financial assistance to carry out a program of studies leading to a Ph.D or to a Post-Doctorate degree. ***Topics:*** Doctoral Fellowships; Post-Doctoral Fellowships; Queen's Fellowships; William E. Taylor Fellowships; JSPS Postdoctoral Fellowships for Foreign Researchers. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR FEL 220

Internal Program Committees
Description: Information on program planning committees, operations committees, task forces, policy review committees, and selection committees. ***Topics:*** Records and minutes of meetings, reports, committee membership, and correspondence. ***Program Record Number:*** SHR FEL 220, STR 115, RES 060

Joint Initiatives
Description: Application files from individuals, institutions and groups requesting grants under the Joint Initiatives program. ***Topics:*** Chairs in the Management of Technological Change, Canada in the World Grants, Canadian Forest Service Graduate Supplements, Forest Research Partnerships, Federalism and Federations, Valuing Literacy in Canada, Relationships in Transition, JSPS Postdoctoral Fellowships for Foreign Researchers, Canadian Tobacco Research Initiative Planning Grants. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR STR 117

Major Collaborative Research Initiatives
Description: Application files from scholars requesting grants for large-scale research projects. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 042

Policy and Planning
Description: Information on the plans, programs and budgets of the Council. ***Topics:*** Five-Year Plans; new programs; surveys; studies and reports. ***Storage Medium:*** Paper case files ***Program Record Number:*** SHR EVA 020

Molson Prize for the Social Sciences and Humanities
Description: Information related to the Molson Prize given in recognition of an exceptional contribution in the social sciences or humanities. ***Storage Medium:*** paper case files. ***Program Record Number:*** SHR PRO 010.

Research Training Supplements
Description: Application files from scholars for supplements to the SSHRC doctoral or post-doctoral fellowship. ***Topics:*** Canadian Forest Service, Federalism and Federations, Valuing Literacy in Canada. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 241

Special Research Fellowships
Description: Application files from senior scholars requesting support in specific areas of research. ***Topics:*** Thérèse F. Casgrain Fellowship, Bora Laskin Fellowship, Jules and Gabrielle Léger Fellowship.

Storage Medium: Computerized database and paper case files. ***Program Record Number:*** SHR FEL 241

SSHRC Institutional Grants (formerly known as General Research Grants)
Description: Information on block funding grants to universities to help them develop and maintain a solid base of research and research-related activities in the social sciences and humanities. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 055

Standard Research Grants
Description: Application files from scholars requesting a standard research grant. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR RES 035

Strategic Grants
Description: Application files from individuals, institutions and groups requesting support in targeted fields of national importance. ***Topics:*** Women and Change; Challenges and Opportunities of a Knowledge-Based Economy; Society, Culture and the Health of Canadians; Exploring Social Cohesion in a Globalising Era. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR STR 111

Communications

Aid to Occasional Research Conferences and International Congresses in Canada
Description: Application files for grants to assist in defraying the administration, publication of proceedings and travel costs of key participants in conferences and congresses. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR IDR 175

Communications
Description: Information on Council activities, programs, policies and publications. ***Topics:*** Annual report; news releases; press clippings; speeches; official statements; memoranda; history and background of Council; stories on research results; reports of enquiries, working groups, consultative groups, workshops and conferences; corporate correspondence; application forms, applicant guides, adjudication manuals, corporate brochures, information circulars, etc. ***Storage Medium:*** printed publications, computer files (on SSHRC web site) and paper case files. ***Program Record Number:*** SHR INF 015

Corporate Liaison and Innovation

Presidential Fund for Innovation and Development
Description: Information related to funds made available for grants in support of innovative activities that cannot benefit from the assistance available under the Council's various programs. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR COR 034

Corporate Secretariat Documents
Description: Official records and minutes on meetings held under the auspices of the Council; records on legal matters and on the administration of the ATIP legislation, on the Selection Committees Nominations Database and on ethical and integrity issues. ***Topics:*** Council, Executive Committee, Research and Dissemination Committee, Fellowships and Career Development Committee, Strategic Programs and Joint Initiatives Committee, Audit Committee and Ethics and Integrity Committee; establishment; organization; functions; agenda; notices; minutes; reports; statutory regulations; ATIP requests, reports, directives from Treasury Board; correspondence. ***Storage Medium:*** Computerized database and paper case files. ***Program Record Number:*** SHR SEC 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Co-operation and Liaison
Employment and Staffing
Equipment and Supplies
Finance
Furniture and Furnishings
Human Resources
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Pensions and Insurance
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development

Utilities

Vehicles

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to SSHRC records and to personal information, the replies to such requests and information related to their processing. ***Class of Individuals:*** Canadian citizens, landed immigrants, or other individuals authorized by Order-in-Council who have made requests under the Access to Information Act or the Privacy Act. ***Purpose:*** The purpose of this bank is to administer requests made under the Access to Information Act and the Privacy Act, and to report on the number of requests received annually. ***Retention and Disposal Standards:*** Files are maintained for two years following the last administrative action. ***TBS Registration:*** 003222 ***Bank Number:*** SHR PPU 005

Applications and Nominations Records

Description: This bank contains records of applications by individuals and organizations for grants through the Presidential Fund for Innovation and Development, and contains records of nominations of individuals for the Molson Prize for the Social Sciences and Humanities, as well as information related to the adjudication and administration of these awards. Applicants and organizations in the Presidential Fund are identified by name and file number assigned to the application. There are no nominee files in the Molson Prize, the nominations being kept in the pertinent Council central registry files. The bank contains some or all of the following information on applicants and nominees: year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), project descriptions, third-party assessments and committee assessments. The amounts of money requested, the Council's decision, the amounts awarded and travel and administrative details for grant-holders, in addition to final reports are also included for Presidential Fund applications. ***Class of Individuals:*** University and independent scholars and members of academic organizations. ***Purpose:*** Information in this bank is used to review and select applications, monitor awards and administer the funds. ***Consistent Uses:*** For the Molson Prize, the information on nominees along with nominations in the Arts submitted to the Canada Council, is reviewed by a joint selection committee representing the two facets in the Prize's mandate. ***Retention and Disposal Standards:*** Information on Presidential Fund applications is retained for seven years (successful applications) and five years (unsuccessful applications). Information on the Molson Prize nominations is retained for seven years. ***Related to PR#:*** SHR SEC 005 ***TBS Registration:*** 003483 ***Bank Number:*** SHR PPU 076

Assessors Database

Description: This system contains all data relevant for the selection of assessors for applications submitted to the Council. The primary users are program officers of the Program Branch. The information includes the assessor's name, address, biographical details, area of specialization, as well as a record of the projects that each individual has evaluated. The data may also be transferred to the Corporate Database for historical purposes. Some 8,000 to 9,000 individual assessors may be consulted each year. ***Class of Individuals:*** Scholars in the academic community and individuals of the private sector. ***Purpose:*** This data bank is kept to allow staff to choose prospective assessors for applications submitted for support by Council. It also provides senior management and staff with an additional pool of potential committee members. ***Retention and Disposal Standards:*** Twenty-five years. ***Related to PR#:*** all PR's ***TBS Registration:*** 002433 ***Bank Number:*** SHR PPU 070

Central Mailing List

Description: This bank contains names and mailing addresses either provided directly by individuals or obtained through reference material commonly available in libraries, separated into different groupings, e.g. university presidents, university research administrators, learned societies officials, etc., to accommodate the distribution of different kinds of information. ***Class of Individuals:*** Officials in government, universities, the media, scholars in the academic community, and individuals in the private sector. ***Purpose:*** This data bank is used for the distribution and dissemination of Council's application forms and guidelines and its public relations information. ***Retention and Disposal Standards:*** The bank is updated annually. ***Related to PR#:*** SHR INF 015 ***TBS Registration:*** 002777 ***Bank Number:*** SHR PPU 075

Compliance – Integrity in Research and Scholarship

Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, which, with the permission of the complainants, are transmitted by the SSHRC to research institutions which are responsible for exploring allegations, summaries of institutional findings and sanctions imposed by the SSHRC's Executive Committee. ***Class of Individuals:*** Members of the academic community who make allegations of misconduct, who are the subject of allegations or who are officials in the academic community involved in determining whether allegations are well-founded. ***Purpose:*** The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship. ***Retention and Disposal Standards:*** Files are maintained for five years following the last administrative

action. ***TBS Registration:*** 003994 ***Bank Number:*** SHR PPU 082

Eco-Research Trainee Directory
Description: This bank contains data on students supported under the Eco-Research fellowships, research grants and research chairs programs (ended in 1995) administered by the Tri-Council Secretariat for the Social Sciences and Humanities Research Council, the Natural Sciences and Engineering Research Council and the Medical Research Council. The information contained in each entry includes the individual's name, gender, address, telephone and fax numbers, email address, language skills, main discipline, related disciplines, type of position sought, title of thesis or dissertation, name of thesis supervisor, degrees and the universities which awarded the degrees, work experience, academic awards and distinctions, publications and date of availability. The Tri-Council Secretariat seeks this information directly from the students who are made aware of the uses to be made of the information and consent to its release to potential employers by signing the questionnaire. ***Class of Individuals:*** Canadian citizens and permanent residents. ***Purpose:*** The purpose of this bank is to put employers in touch with potential employees by circulating the latter's professional interests and research achievements. ***Consistent Uses:*** The information collected would also be used to respond to requests for statistical information on trainees funded or involved in Eco-Research projects. ***Retention and Disposal Standards:*** Five years. ***Related to PR#:*** SHR STR 086 ***TBS Registration:*** 003742 ***Bank Number:*** SHR PPU 080

Fellowships Applications and Committee Records
Description: This bank contains records of individual applications as well as information related to the adjudication and administration of the Council's fellowship programs including the Queen's Fellowships, Doctoral Fellowships, Postdoctoral Fellowships, Bora Laskin National Fellowship in Human Rights Research, the Jules and Gabrielle Léger Fellowship, the Thérèse F.- Casgrain Fellowship, and the William E. Taylor Fellowship. Each applicant is identified by name and the file number assigned to the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), the Council's decision on the application and the amount of the basic award. It also includes third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders. ***Class of Individuals:*** Graduate students, university scholars and independent scholars. ***Purpose:*** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding. In the jointly-funded programs, such as the Casgrain Fellowship, personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program. In the case of applicants who have applied through their universities, the results of competitions are forwarded to the faculty of graduate studies offices which are responsible for processing applications from their institutions before sending them to Council. ***Retention and Disposal Standards:*** Information is retained for ten years (successful applications) and five years (unsuccessful applications), with the exception of the following programs: Doctoral and Queen's Fellowships, ten years (successful applications) and seven years (unsuccessful applications). ***Related to PR#:*** SHR FEL 220 ***TBS Registration:*** 002419 ***Bank Number:*** SHR PPU 010

Grant Financial System
Description: This system controls and monitors the Council's disbursements to, and accounts receivable with, individual and institutional grant holders. The award holder is identified by the basic personal information and file number from the SSHRC Corporate database (SHR PPU 035). The information also includes the award holder's social insurance number, bank account number and payment requisition for funds committed. ***Class of Individuals:*** Graduate students, university scholars, independent scholars and members of academic organizations. ***Purpose:*** The system is used for administrative and financial control and reporting. It is also the basis for the creation of transaction files on payments to award holders. In addition, the system includes the award holder's social insurance number for the issuance of T4A slips (Income Tax Act, paragraph 237 (1)(b)). ***Retention and Disposal Standards:*** Six fiscal years from date of last payment. ***Related to PR#:*** all PR's ***TBS Registration:*** 002430 ***Bank Number:*** SHR PPU 055

Research Communication Applications and Committee Records
Description: This bank contains records of applications from individuals and associations as well as information related to the adjudication and administration of awards for funding in the Aid to Research and Transfer Journals, Aid to Occasional Research Conferences and International Congresses in Canada and support to umbrella organizations (currently being phased out) programs. Applications from individuals and associations are identified by name and file number assigned to the application. In the case of individual applicants the bank contains the year of their birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the amount of money requested, the Council's decision on the application and the amount granted. It also includes third-party and committee assessments and travel and administrative details for grant holders. ***Class of Individuals:*** University scholars and members of

academic organizations. ***Purpose:*** The information in this bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanisms or sources of funding. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to Council, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication commitee members. ***Retention and Disposal Standards:*** Information is retained for five years (successful applications) and three years (unsuccessful applications) with the exception of the Aid to Small Universities program whose files are retained for five years (all eligible applications are successful) and the Specialized Research Collections program (ended), whose files are retained for ten years (successful applications) and five years (unsuccessful applications). ***Related to PR#:*** SHR IDR 125 and 175. ***TBS Registration:*** 002422 ***Bank Number:*** SHR PPU 025

Research Grant Applications and Committee Records
Description: This bank contains records of applications by individuals for grants under the Research Grants, Major Collaborative Research Initiatives, General Research Grants and the Aid to Small Universities programs, as well as information related to the adjudication and administration of awards. Each applicant is identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French). It also includes research project descriptions, the amounts of money requested, the Council's decision on the application, amount awarded, third-party and committee assessments, and travel and administrative details for grant holders, in addition to productivity reports. ***Class of Individuals:*** University scholars. ***Purpose:*** Information in this bank is used to review and select applications, monitor awards and administer programs. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and for joint review and funding of researchers from several disciplines which significantly overlap the jurisdictions of more than one granting Council. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to Council, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members. ***Retention and Disposal Standards:*** Information is retained for five years from the date of the final report (successful applications), and for three years from the date of the adjudication decision (unsuccessful applications) for Research Grants program. For the Major Collaborative Research Initiatives program, the files are retained for five years from the date of the final report (successful applications) and five years from the date of the adjudication decision (unsuccessful applications). ***Related to PR#:*** SHR RES 035, 042, 055, 060, 090, 091 and 241. ***TBS Registration:*** 002420 ***Bank Number:*** SHR PPU 015

Research Outcomes Pilot Project Database
Description: This bank contains information pertaining to grantees in the Strategic Grants program dating from 1988 to 1995 and in the Research Grants program from 1988 to 1992. The information contained in each entry includes the project title, name of principal applicant, project dates, an indication whether the grantee is deceased, and statements on the status and completeness of the productivity report. Narrative information is captured from the summary of the research project, on the original, revised and achieved objectives, and on the contributions of the research to the advancement of knowledge and on its practical impact. Narrative and/or statistical information is also captured on the research training aspect of the project, on the composition of the research team (the latter including information on the employee name, type, status, and role), and on the number and level of involvement and funding of the partners. As well, there is narrative and/or statistical information on the international aspects of the research, on the preservation of data, on the number and value of acquisitions and rentals made using the grant funds, and on travel expenditures. Lastly, information on communication activities is also captured, such as the publication of books, chapters, etc., public presentations and awards, as well as on any other research activities resulting directly or indirectly from the funded research. ***Class of Individuals:*** Canadian citizens and permanent residents. ***Purpose:*** This bank was established to attempt to find a more efficient method of monitoring and assessing the outcomes of research as a means for evaluating the achievements and impact of research funded by the Council. ***Consistent Uses:*** The information collected will also be used to aid in the assessment and review of any future applications by the grantees. ***Retention and Disposal Standards:*** Ten years. ***Related to PR#:*** SHR RES 035, SHR STR 111 and 117 ***TBS Registration:*** 003743 ***Bank Number:*** SHR PPU 081

Selection Committees Nominations Database
Description: This system contains data on potential selection committee members provided by Canadian universities and the learned societies. The information contained in each entry includes the individual's name, degrees, university, discipline, field of interest, geographic area, year of birth, gender and language. The system also

holds records on current and past service for individuals who sit on Council selection committees. The Secretariat Division is responsible for seeking new nominations and updates on existing data, every two years and also holds a set of binders containing personal résumés obtained from nominees, filed in alphabetical order. ***Class of Individuals:*** Scholars in the academic community. ***Purpose:*** This data bank provides senior management and staff with a pool of potential committee members. It is also kept to allow staff to choose prospective assessors for applications submitted for support through Council programs. ***Retention and Disposal Standards:*** Twenty-five years. ***Related to PR#:*** all PR's ***TBS Registration:*** 002432 ***Bank Number:*** SHR PPU 065

SSHRC Corporate Database

Description: This data bank contains information on all individuals and institutions applying for the Council's grants and fellowships programs, and includes data from application files of discontinued programs. Each applicant is identified by name and year of birth. The file also contains information on the individual applicant's academic background, gender, language of application (English or French), and citizenship (Canadian or permanent resident). The number assigned to each application made by an individual to the Council is included in the record, along with a code indicating the result of that application. ***Class of Individuals:*** Graduate students, university scholars, independent scholars, individuals from the private sector and members of academic and non-academic organizations. ***Purpose:*** This bank is used to identify applicants and to constitute a history of Council support to individuals and organizations. ***Consistent Uses:*** The information in the database is also used in the administration of the programs and in the production of reports and statistics. ***Retention and Disposal Standards:*** Ten years. ***Related to PR#:*** all PR's ***TBS Registration:*** 002435 ***Bank Number:*** SHR PPU 035

Strategic Grants Applications and Committee Records

Description: This bank contains records of applications by individuals and institutions as well as information related to the adjudication and administration of awards for the support of research and research development under the themes of Women and Change, Applied Ethics, Managing for Global Competitiveness, Science and Technology Policy in Canada, for International Summer Institutes in Canada (all of which, except Women for Change, do no longer exist), and for research and research development in a number of Joint Initiatives. Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the amounts requested, the Council's decision on the application and the amounts awarded. It also includes project descriptions, third-party and committee assessments, and travel and administrative details for grant holders, in addition to productivity reports. ***Class of Individuals:*** University and independent scholars, individuals from the private sector, and academic and non-academic organizations. ***Purpose:*** Information in this bank is used to review applications, select candidates, monitor awards and administer programs. ***Consistent Uses:*** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanisms or sources of funding and for joint review and funding of researchers from several disciplines which significantly overlap the jurisdictions of more than one granting Council. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to Council, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members. In the Joint Initiatives program, personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program. ***Retention and Disposal Standards:*** Information is retained for ten years from the decision date (successful applications) and three years from the decision date (unsuccessful applications). ***Related to PR#:*** SHR STR 111 and 117. ***TBS Registration:*** 002421 ***Bank Number:*** SHR PPU 020

Classes of Personal Information

Administration Files

The general administrative and correspondence files of the Social Sciences and Humanities Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information includes suggestions and opinions from the general public, which form part of a specific subject file. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation, the Council requires a variety of reports concerning aspects of social sciences and humanities research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In the process of preparing such reports, personal information is necessarily obtained. This information may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's

research. This is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Financial Administration Manual, SSHRC
- Guide on the Program Evaluation Function
- Integrity in Research and Scholarship: A Tri-Council Policy Statement
- Manuals for Adjudication Committee Members (all programs)
- Principles for the Evaluation of Programs
- Program Evaluation Policy
- SSHRC Fellowships: Award Holder's Guide
- SSHRC Grant Holder's Guide
- SSHRC Statistical Tables
- Statistics Policy
- Treasury Board Guidelines on the Access to Information Act and the Privacy Act
- Tri-Council Policy Statement on Ethical Conduct for Research Inovlving Humans

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various programs and activities may be addressed to:

General Inquiries

Director, Communications Division
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4

(613) 992-0691
pamela.wiggin@SSHRC.CA

Inquiries/Programs Administered by SSHRC:

Communications Grants:
(613) 992-0691
pamela.wiggin@SSHRC.CA

Fellowships and Institutional Grants:
(613) 992-0530
caroleann.murphy@SSHRC.CA

Research and Dissemination Grants:
(613) 992-3145
yves.mougeot@SSHRC.CA

Strategic Programs and Joint Initiative Grants:
(613) 992-3027
denis.croux@SSHRC.CA

Reading Room

A meeting room on the same floor as the Office of the Coordinator has been designated as a public reading room in accordance with the Access to Information Act. The address is:

Ottawa

12th Floor, 350 Albert Street
Ottawa, Ontario

Solicitor General Canada
Chapter 125

General Information

Background
The Department of the Solicitor General was established in 1966 when Parliament enacted the Department of the Solicitor General Act, which assigned to the Solicitor General responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, conditional release, remissions, and the Royal Canadian Mounted Police.

Evolutionary additions and changes to this mandate resulted in the Department's reorganization into a ministry, incorporating the Department, the Royal Canadian Mounted Police, the Correctional Service of Canada, the National Parole Board, the Office of the Correctional Investigator, the Canadian Security Intelligence Service (CSIS) and the Office of the Inspector General.

Responsibilities
Under the Departmental Act, the Solicitor General is responsible for federal matters relating to policing, corrections and conditional release, and domestic aspects of national security. The Solicitor General is also the lead minister for counter-terrorism.

These responsibilities are fulfilled through the activities of the Royal Canadian Mounted Police (RCMP), Canadian Security Intelligence Service (CSIS), Correctional Service Canada (CSC), the National Parole Board (NPB), and the review agencies: the Inspector General of CSIS, the Correctional Investigator, the RCMP Public Complaints Commission, the RCMP External Review Committee, and the Department. Please note that each of the above-mentioned agencies has its own Information Holdings and its own Personal Information Banks and is autonomous in terms of the administration of the Access to Information Act and Privacy Act. In order to access information from any of the Agencies, please forward your request directly to them. Please consult the Table of Contents and Introduction portions of Info Source for more information concerning the Information Holdings and addresses of the respective Agencies.

The Department provides advice and support to the Solicitor General in discharging his responsibilities for: providing effective direction to the agencies; exercising a national leadership role in policing, security and corrections; implementing First Nations Policing arrangements; and, answering in Cabinet and Parliament for the Ministry. The Department promotes and helps to maintain a Canadian society in which all persons can feel protected from threats to personal and national security and from infringements upon their rights and freedoms.

The level, complexity and cross-jurisdictional nature of the issues addressed by the Department require that it work closely with others, including the Ministry agencies, federal departments such as Justice Canada, the provinces and other partners in the criminal justice system.

Legislation
- Canadian Security Intelligence Service Act
- Corrections and Conditional Release Act
- Criminal Code of Canada
- Criminal Records Act
- Department of the Solicitor General Act
- Prisons and Reformatories Act
- Royal Canadian Mounted Police Act
- Security Offenses Act
- Transfer of Offenders Act

Organization

Communications Group
The Communications Group provides information to general and specialised publics about government policies and programs in the areas of corrections, parole, policing and security, as well as First Nations policing. Its role is to provide communications advice and support to the Solicitor General, the Deputy Solicitor General and the Department's managers.

Corporate Services Directorate
The Corporate Services Directorate provides advice and support to the Department in the areas of: finance and administration; security; informatics and telecommunications; human resource management; library services; and management review. It also provides advice and support to the three small review agencies, primarily in the areas of finance and administration, security, and human resource management.

Executive Services Division
The Executive Services Division ensures that the required collaboration of the Agencies is undertaken to allow the Minister to fulfill his many parliamentary and Cabinet responsibilities. The division also supports the Minister by integrating major briefings and documentation from all parts of the Department and Agencies in order to prepare the Minister for official meetings and visits. In addition, Executive Services manages the timely processing of ministerial correspondence, as well as the Department's Access to Information and Privacy (ATIP) requests.

Secretarial and office support services to the Minister's office are also provided by this division.

Integrated Justice Information Directorate

The Integrated Justice Information Directorate provides ongoing leadership, technical, policy and research support in the pursuit of the integration of federal criminal justice information systems, enabling critical information sharing, and positioning criminal justice agencies to act effectively to achieve program objectives. The Directorate was created in March 1998 to support the Interdepartmental Steering Committee on Integrated Justice Information, which aims to promote the coordination of information management and system development efforts within the federal government and with provincial and territorial initiatives.

Policing and Security Branch

The Policing and Security Branch provides strategic advice and support to the Solicitor General with respect to his direction of the RCMP and CSIS and his national leadership role in the areas of policing and national security. The Branch also advises and supports the Solicitor General in: his accountability to Parliament for the activities of the RCMP and CSIS, the RCMP Public Complaints Commission, the RCMP External Review Committee and the Office of the Inspector General of CSIS; the administration of the Minister's statutory responsibilities respecting law enforcement and security; and his general responsibility as a Cabinet Minister to contribute to the public policy decisions of the Government.

♦ National Security Directorate

The Directorate provides advice and support to the Solicitor General in his direction, control and accountability for CSIS and the security functions of the RCMP. To this end, the Directorate supports the Minister with policy advice respecting his responsibilities for the accountability and review instruments and framework set out in the CSIS Act. The Directorate also coordinates the development of the national counter-terrorism program, which includes the National Counter-Terrorism Plan and the Operational Readiness Program, and the federal response to threats against national security.

♦ Policing and Law Enforcement Directorate

The Directorate provides advice and support to the Solicitor General in his direction of the RCMP and in respect of the priorities and proposals for initiatives advanced by the RCMP. To this end, the Directorate is responsible for: developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; and reviewing RCMP policy initiatives. The Directorate is also responsible for advising and supporting the Solicitor General in his public policy leadership role in the area of policing and law enforcement. To this end, the Directorate is responsible for developing research-based policy initiatives with federal, national, and international policing and law enforcement implications.

Policy Planning and Coordination Directorate

Working with other Directorates within the Department and with the Agencies of the Ministry, the Directorate is responsible for providing advice to the Solicitor General, the Deputy Solicitor General and other senior officials on issues relating to policy planning and coordination in the Portfolio, and with partners and stakeholders. To this end, the Directorate provides coordination and support to the ongoing development of policy planning initiatives, consults and maintains liaison with portfolio agencies, other federal and provincial departments, and coordinates and advises on federal/provincial/territorial meetings, and relations with the non-governmental and voluntary stakeholders including the Minister's National Reference Group. The Directorate also supports the Ministry through conducting environmental scanning, research coordination and providing statistics policy advice.

♦ Aboriginal Policing Directorate

The Aboriginal Policing Directorate is responsible for the implementation of the First Nations Policing Policy and related program administration and provides strategic advice to the Minister regarding the Solicitor General's responsibilities related to this initiative. The Directorate is mandated to negotiate tripartite policing agreements with First Nations and provincial/territorial governments and to implement the program at the regional level. It is also responsible for policy and program development (on- and off-reserve), and research activities geared towards improving the quality of First Nations policing services.

♦ Corrections and Aboriginal Policing Branch

The Corrections and Aboriginal Policing Branch provides strategic advice and support to the Solicitor General with respect to his direction of CSC and his national leadership role in the areas of corrections and conditional release. The Branch also advises and supports the Solicitor General in: his accountability to Parliament for the activities of CSC and the Office of the Correctional Investigator; the administration of the Minister's statutory responsibilities respecting corrections, conditional release and Aboriginal policing; and his general responsibility as a Cabinet Minister to contribut to the public policy decisions of the Government.

♦ Corrections Directorate

The Directorate provides advice and support to the Solicitor General in his direction of CSC and in his accountability to Parliament for NPB. The Directorate is therefore responsible for providing advice on the strategic priorities of CSC and NPB, and on a broad range of

correctional program issues and activities. To support the Minister in his public policy leadership role in the corrections area, the Directorate works with CSC and NPB to develop research-based policy initiatives aimed at addressing the requirement for a more effective, efficient and accountable federal corrections system.

Information Holdings

Program Records

Aboriginal Policing
Description:Information on First Nations policing policy, program administration, workshops, Federal/provincial inquiries, task forces relating to aboriginal policing, research and development projects both on and off reserve, general enquiries and requests to participate in the Aboriginal Policing Program, proposals and policing agreements, and follow-up monitoring information of the policing services. ***Program Record Number***: SGC PSB 017

Community Corrections
Description:Information on community sanctions. ***Topics***: Probation; alternative sentencing; restitution; reparative sanctions. ***Program Record Number:*** SGC COR 071

Conditional Release
Description:Information on all aspects of conditional release from institutions.***Topics***: Parole decision-making, parole guidelines; parole supervision; mandatory supervision; temporary absences; clemency; factors related to success/risk reduction; procedural safeguards; parole officer's role.***Program Record Number:*** SGC COR 100

Contingency Planning and Counter-Terrorism - National Security Directorate
Description:Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity; implementation of Counter-terrorism Task Force recommendations, including the national counter-terrorism plan. ***Topics***: Contingency plans in peacetime; war; hijacking; hostage-taking; counter-terrorism programs; Ministry Crisis Centre/National Security Directorate - Situation Room; exercises. ***Program Record Number***: SGC PSB 020

Correctional Administration
Description:Information of the administrative functions and activities of the Correctional Services of Canada.***Topics***: Policy, human resources, visitors, reports and statistics, Boards of Inquiry, financial management, co-operation and liaison. ***Program Record Number:*** SGC COR 070

Corrections Policy
Description:Information on correctional policy, including the procedure for determining how and where offenders serve their sentences of incarceration; and projects relating to corrections which have been funded or proposed for funding by the Department of the Solicitor General.***Topics***: Exchange agreements; inquiries, cost of correctional services; correctional objectives; aboriginal offenders; female offenders; visible minority corrections; Correctional Legislation, treatment of offenders; special incidents. Project files are arranged by name of project. ***Program Record Number:*** SGC COR 075

Crime
Description:Information on the nature and study of various types of crime; and on projects designed to develop policies, procedures or/and national programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence.***Topics:*** The costs of crime and the criminal; unemployment and crime; homicide; sexual offenses; computers and crime; white-collar crime; impaired driving; terrorism; psychoactive substance abuse; Police Training Manual; anti-vandalism; Crime Prevention Kit. ***Program Record Number:*** SGC PSB 080

Criminal Justice
Description:Information on the criminal justice system, including projects relating to criminal justice which have been funded or proposed for funding by the Department of the Solicitor General.***Topics:*** Objectives of the criminal justice system; myths on crime and criminal justice; sentencing; missing children; various international criminal offenses; capital punishment; public attitudes. Project files are arranged by name of project. ***Program Record Number:*** SGC COR 085

Fingerprint Examiner
Description:Information on requirements for designation and revocation of fingerprint examiners under subsection 667(5) of the Criminal Code.***Topics:*** Requirements, designation, revocation. ***Access:*** Files are arranged by province. ***Program Record Number:*** SGC PSB 010

Institutional Corrections
Description:Information on incarceration and on topics arising as a result of a sentence to a prison term, including information on specific programs, research and statistics.***Topics:*** Long-term incarceration; classification and typologies; inmates' rights; health care; correctional investigator, dissociation; grievance procedures; riots; hostage taking; suicides; independent chairpersons; life skills; trade and professional education; treatment program; living units; remission, rehabilitation. ***Program Record Number:*** SGC COR 045

Integrated Justice Information
Description:Information on issues relating to information sharing between federal agencies responsible for criminal

justice, and the integration of criminal justice information systems.***Program Record Number:*** SGC IJI 120

International Transfer of Offenders
Description:Information on the issues regarding the international transfer of offenders, where the person has been convicted and sentenced in a foreign state and requests to serve the remaining portion of the sentence in his/her home country.***Topics:*** Policy; treaties; objectives of international transfers; requirements; restrictions. ***Program Record Number:*** SGC COR 105

Part VI, Criminal Code - Invasion of Privacy
Description:Information on the policy, procedures and administrative aspects of the use of electronic surveillance for the interception of private communications. This information is used to assist the Minister in fulfilling his responsibilities under Part VI of the Criminal Code of Canada, the provision of operational guidelines to designated agents and peace officers. This program record also contains information from police operational reports from agents designated under paragraph 185(1)(a), which is required to assist the Minister in fulfilling his responsibilities, as defined in section 195 of the Criminal Code of Canada, regarding the submission to Parliament of an annual report on the use of electronic surveillance. ***Program Record Number:*** SGC PSB 025

Policing and Law Enforcement
Description:Information on issues related to federal policing and law enforcement in general, and having to do with organized crime, excluding national security; police accountability to the executive and the public; policing functions; the organization and management of policing; also the resources, role, function, services, management, administration and operations of the RCMP including policing agreements; personnel policies and practices; and projects relating to policing, law enforcement and crime prevention which have been funded or proposed for funding by the Solicitor General Canada. ***Topics:*** Policing and law enforcement; comprehensive drug strategy including enforcement, harm reduction and prevention; Anti-Smuggling initiative; proceeds of crime; DNA data bank; National Police Services; witness protection; federal (military) assistance to provincial police; child sexual victimization; prostitution; child labour exploitation; child abduction and missing children; seniors; youth justice regime; children and youth at risk; international trafficking of women and children; crime prevention; community policing; victims; youth gangs; Police Week; Police Memorial; Mutual Legal Assistance Treaties; law enforcement issues such as standards, norms, training; civilian oversight/police accountability; RCMP Public Complaints Commission (PCC) and RCMP External Review Committee (ERC); RCMP labour management; RCMP emergency policing protocol - Ontario & Quebec; Canadian police international assistance for training and peace-building; Canadian airports intransit preclearance project; electronic surveillance report to Parliament and associated forms and guidelines; RCMP's grants in lieu of taxes (GiLT); RCMP enquiries from the Minister; Ministerial Directives; RCMP Contract Policing arrangements; money laundering; mandatory suspicious transaction reporting; RCMP Pension Panel; firearms, Bill C-68 implementation and smuggling & trafficking; commercial and economic crime; high tech crime & cryptography; RCMP regionalization; airport policing and ports Canada police; RCMP - Disney contract; RCMP's strategic role in national law enforcement; Self Defence review; Part VI Criminal Code; telemarketing fraud; Canada-U.S. Cross Border Crime Forum; National Coordinating Committee on Organized Crime (NCC); anti-organized crime enforcement strategies; criminal intelligence; diamond mining; hate crimes; war crimes; Canadian Centre for Police-Race Relations; high tech crime/internet crime; family violence; violence against women. Project files are arranged by name of project. ***Program Record Number:*** SGC PSB 015

Policy Planning and Coordination Directorate
Description:information on portfolio management and coordination, including policy planning, federal/provincial/territorial matters, liaison with other federal and provincial departments, and non-governmental, voluntary stakeholders including the Minister's National Reference Group. ***Topics:*** portfolio management and coordination, policy planning, F/P/T, consultation, liaison, research, statistics, non-governmental and voluntary organizations, Minister's National Reference Group. ***Program Record Number:*** SGC PMB 050

Program Evaluation Studies
Description:The information bank for multiple data collection will provide data on the various program components of the Department, enabling a comprehensive evaluation of the programs and their impacts. The data collected will promote more effective, efficient and innovative management of the Department of the Solicitor General. ***Program Record Number:*** SGC PMB 055

Security and Intelligence Committees
Description:Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. ***Topics:*** Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. ***Access:*** Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa. ***Program Record Number:*** SGC PSB 030

Security Information
Description:The analysis and dissemination of information on potential threats to the internal security of

the Government of Canada. ***Topics***: Internal security - policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports. ***Program Record Number:*** SGC PSB 035

Security Intelligence Transition Group (SITG)
Description:Information on the operations of the Security Intelligence Transition Group. This group was created in August 1981 to plan for the creation of a security intelligence agency separate from the RCMP and disbanded in July 1984 with the creation of CSIS. ***Topics***: McDonald Commission recommendations; advice on pending legislation; the organizational, administrative, and personnel structure of the new security intelligence agency; and public opinion and enquiries. All files are located in Ottawa. ***Program Record Number:*** SGC PSB 016

Security Policy
Description:Information on the internal security policies of the Government of Canada.***Topics:*** Security issues, statements and legislation; administrative security policy; and national security policy. All files are located in Ottawa.***Program Record Number:*** SGC PSB 040

Special Offender Populations
Description:Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. ***Topics:*** Policy; females; aboriginal peoples; sex offenders; drug offenders. ***Program Record Number:*** SGC COR 115

Personal Information Banks

Applications for Employment
Description:This bank contains information on individuals who have sent a written application for employment to the Department of the Solicitor General. The files contain letters, completed application forms, resumes, letters of reference and normally, letters from the Department acknowledging receipt of applications. ***Class of Individuals***:The bank contains personal information concerning individuals who are interested in securing employment with the Department of the Solicitor General. ***Purpose***:These records are used for reference when vacancies arise. ***Consistent Uses***:The information in this bank is used only for the purpose for which the information was collected. ***Retention and Disposal***: These records are kept for two years. ***PAC Number***: 86-001 ***TBS Registration***:001532 ***Bank number:*** SGC PPU 010

National Security Records
Description:This bank was established in 1971 and contains personal information which is filed principally by subject heading, as well as personal identifiers. Personal information is normally retrievable if specific subjects, dates or events are provided. This personal information relates to espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign-influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information is also held in respect to advice to the Solicitor General, and the Solicitor General's responsibilities under the Citizenship Act and the Immigration Act. This bank also contains personal information relating to criminal intelligence investigations or cases involving offenses against the Criminal Code, and/or against federal and provincial statutes and includes such matters as organized crime and terrorism, which have implications for the security of Canada relating to federal government activities and contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; or relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property; and relating to information provided by foreign or Canadian dignitaries for protective purposes. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions, or activities of a foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. This bank also includes information relating to the administrative security policies and programs of the Government of Canada including measures to ensure personal security; information security; EDP security; communications security and technical security. This bank also contains information in relation to the duties and functions of the Inspector General and the Security Intelligence Review Committee, and information relating to the mandate of the former RCMP Security Service collected prior to July 16, 1984. ***Class of Individuals:***Information in this bank relates to individuals who are known or suspected to be involved in activities constituting threats to the security of Canada, or contrary to law, or who may be subject to threats or possible threats to their safety; and individuals who may, in relation to the defence of Canada or the conduct of international affairs, provide information or intelligence relating to the capabilities, intentions or activities of foreign states or persons. ***Purpose***:This bank is used to support the Solicitor General, the Deputy Solicitor General, and their officials in the exercise of their statutory duties, powers and functions; in carrying out such other national security and related law enforcement responsibilities as may be

assigned to them; and in fulfilling their obligations to manage, and be accountable to Parliament for, the national security policies and programs of the Ministry. This bank may be subject to the following use or disclosure: information relating to threats to the safety of persons or property or to the security of Canada may be disclosed to officials of the Government of Canada, to officials of other levels of government in Canada, and to such other persons as the Solicitor General may determine are either subject to such a threat, or are in a position to assist the Government of Canada in the detection, prevention or suppression of any such threatening activities; information relating to activities known or suspected of being contrary to law may be disclosed to persons having jurisdiction to investigate such activities, or to persons with responsibility to enforce the law; information in this bank is also used to develop policy and provide advice to the Solicitor General in relation to national security policy, ministerial direction of the Canadian Security Intelligence Service, and to the RCMP in relation to its responsibilities set out in section 61 of the Security Offenses Act; the exercise of ministerial authority pursuant to the Canadian Security Intelligence Service Act and the relevant provisions of the Citizenship Act and the Immigration Act respecting individuals known or suspected of being involved in subversive or hostile activities, including terrorism and other criminal activities; and to the Cabinet, its committees, and federal departments and agencies in relation to national security policy, threats to the security of Canada; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to threats to the security of Canada in peace or war. ***Retention and Disposal:*** Retention periods range from 10 to 50 years, depending on subject. ***PAC Number:*** 94/012 ***TBS Registration***:003355 ***Bank number***: SGC PPU 026

Policing and Law Enforcement - RCMP Operational Records

Description:This bank contains personal information on individuals who have been involved in investigations under federal statutes, including the Criminal Code provincial statutes, municipal by-laws and territorial ordinances. As well, personal information is contained on individuals who have been involved in various criminal intelligence investigations including organized crime, terrorism, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. The files contain reports, memoranda and correspondence. ***Class of Individuals:***Individuals who have been involved in investigations under federal statutes, including the Criminal Code, provincial statutes, municipal by-laws and territorial ordinances. ***Purpose:***This information is used to provide policy support and advice to the Minister in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. ***Consistent Uses***:The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal***: Records are retained for ten years. ***PAC Number***: 94/012 ***TBS Registration***:001540 ***Bank number***: SGC PPU 050

Policing and Law Enforcement - RCMP Personnel and Administrative Records

Description:This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain such material as recommendations for promotion, discharge/demotion documentation, formal grievances and their resolution, documentation on disciplinary proceedings and actions, termination of service material, and payments from the Supplementary Survivor Income Benefit Plan. On individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence. On individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP, the files contain investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. ***Class of Individuals***:Individuals who are currently serving or who have served in the RCMP; individuals who have been involved in complaints against the RCMP or its members; individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP. ***Purpose:***This information is used: (i) to provide advice to the Minister in respect of his statutory responsibilities for all matters pertaining to the RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. ***Consistent Uses***:The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal***: Records are retained for ten years. ***PAC Number***: 94/012 ***TBS Registration:***001539 ***Bank number***: SGC PPU 045

Records Access Request Bank

Description:This bank contains requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and then by sequence of the access requests numbers. ***Class of Individuals***:This bank contains records relating to individuals who have submitted a request i.e. name, address, telephone number and other information as provided on the request form. ***Purpose:***This bank is used in the administration of the Access to Information Act and the Privacy Act.***Consistent Uses:***The information in this bank is used only for the purpose for which the information was collected. ***Retention and Disposal***: The files are kept for a minimum of two years. ***PAC Number***: 86-001 ***TBS Registration***:001531 ***Bank number:*** SGC PPU 005

Security Clearance Records
Description:This bank contains personal information on individuals who are or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. This bank also contains the reports of the Security Intelligence Review Committee provided to the Solicitor General pursuant to subsection 52(2) of the Canadian Security Intelligence Service Act containing the findings and recommendations of the Committee concerning complaints by individuals denied a security clearance. This bank may also contain personal data, criminal records, security analyses, investigative reports, related correspondence and a notation of the level of clearance requested, granted or denied. ***Class of Individuals:***Individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. ***Purpose***:The information in this bank is used to support the Solicitor General, Deputy Solicitor General, and their officials in the exercise of their duties, powers and functions with respect to the security assessment and security clearance program of the Government of Canada. ***Consistent Uses:***Information in this bank concerning the loyalty to Canada, and so far as it relates thereto, the reliability of individuals, may be disclosed to officials of the Government of Canada, or to officials of a province, where the government of a province or a police force in a province, have entered into an arrangement with CSIS pursuant to subsection 13(2) of the Canadian Security Intelligence Service Act to provide it with security assessments; information in this bank is also used to support analysis and advice given in respect of decisions taken, or to be taken, in departments or agencies of the federal government, on the suitability of an individual for a security clearance; or to provide advice with respect to the policy implications of particular cases. ***Retention and Disposal:*** Records are retained for 20 years. ***PAC Number:*** 94/012 ***TBS Registration***:001538 ***Bank number:*** SGC PPU 040

Classes of Personal Information

Departmental Records Offices
In the course of conducting the programs and activities of the Department of the Solicitor General, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 45,000 files located in Ottawa. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to be used for any administrative purpose affecting individuals by the Department of the Solicitor General. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Security Intelligence Transitional Group (SITG)
In the course of conducting the activities and programs of this planning group, personal information may have been accumulated which was not contained in the specific personal information bank described in this entry, i.e. planning information on the organizational, personnel and administrative structure for the new security agency; public opinions and enquiries. This information is not intended for use in any administrative purpose affecting individuals by the Security Intelligence Transitional Group. The information may contain names, addresses, and position titles and is stored as a part of the general subject files where records are not normally retrieved by personal identifiers. The information is only retrievable if specific subjects, dates, or events are provided.

Manuals

- Administration Manual
- Electronic Surveillance: A Guide for Peace Officers
- Government Communications Policy
- Guidelines for Agents Designated by the Solicitor General of Canada Pursuant to paragraph 185(1)(a) of the Criminal Code - Invasion of Privacy - Part VI of the Criminal Code

Additional Information

The Department of the Solicitor General has general information services available to the public which should be consulted as a first step to obtaining further information about the Department and its various programs and functions. Please contact:

Communications Group
Solicitor General Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A OP8

(613) 991-2800

Information is also available on the Internet at the following address: http://www.sgc.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as

a public reading room. The public reading room is located on the ground floor of the Ministry headquarters at:

340 Laurier Avenue West
Ottawa, Ontario

Standards Council of Canada
Chapter 126

General Information

Background
The Standards Council of Canada was established in 1970 by an Act of Parliament to promote efficient and effective voluntary standardization in Canada.

Responsibilities
The Standards Council carries out its task through the National Standards System (NSS). The NSS consists of individuals involved in the development and application of standards and of independent organizations accredited by the Standards Council to provide services related to standards development, certification, testing, quality systems registration and environmental systems registration. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Standards Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Both of these international agencies have as their objective the development of standards, with a view to facilitating international trade of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

Legislation
- Standards Council of Canada Act

Organization
♦ Executive and Administration Branch
The Branch ensures the coordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the Standards Council of Canada Act and by-laws. It provides administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

♦ External Relations Branch
Communications and Information Services Division::

The Communications and Information Services Division consists of two sections: Communications and Information Services.

The Communications section coordinates marketing and communications activities for the Standards Council and the NSS. It oversees design and content for the SCC Web site. It places advertising and public service announcements with various media, including print, television and radio to publicize the activities and services of Council. It is also responsible for writing speeches, the production of audio-visual materials and for trade show exhibits. It publishes the annual report and CONSENSUS, a newsmagazine with six issues a year. The division also produces general information publications about the Council and its services.

The Information Services section includes the Technical Documentation Centre and the WTO/NAFTA Enquiry Point.

This section is responsible for planning, developing and implementing activities, services and products to ensure that the private and public sectors have ready access to information on standards and standards-related activities, including Canadian, foreign and international standards, technical regulations, conformity assessment requirements and Standards Council programs, activities and services. It also functions as the Canadian member of the International Organization for Standardization Information Network (ISONET) and coordinates Canadian participation on the ISO Committee on Information (INFCO).

The WTO/NAFTA Enquiry Point is required by the Agreement on Technical Barriers to Trade (TBT) and Sanitary and Phytosanitary Measures (SPS) under the World Trade Organization (WTO) Agreement as well as the Canada-United States-Mexico North American Free Trade Agreement (NAFTA). The Enquiry Point provides access to a wealth of strategic information essential to the design, manufacture, marketing, export and import of products and services. It provides an e-mail notification service that gives Canadian companies and regulators advance warning when regulations are changing in Canadian and foreign markets.

The Technical Documentation Centre of this institution, which has been designated as a public reading room under the Access to Information Act, is open to the public on an appointment basis. Its holdings include a collection of over 400,000 standards and standards-related documents, standards catalogues of over 800 standards

developing organizations, as well as various handbooks, directories and indices. In addition, the Documentation Centre subscribes to a number of Canadian, International and foreign periodicals. The Documentation Centre is equipped with various electronic search tools, some of which are also available through the Standards Council's Web site..

Refer to Reading Room Section for appointment information.

♦ Standardization Branch

The Branch coordinates voluntary standardization activities among standards writing organizations, calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor certifiers, and maintains liaison with federal and provincial government authorities, industry and consumers. It assesses and recommends for accreditation organizations engaged in standards writing, product certification, calibration testing and registration, auditor certification and training of quality and environmental auditors. It also reviews standards for acceptance as National Standards of Canada. The Branch is responsible for ensuring effective Canadian participation in the work of international standardization organizations and for programs of training and technical assistance to developing countries in the field of standardization.

Information Holdings

Program Records

Communications
Description: Information on Council's media relations, publications and general public relations programs. ***Topics:*** Administration, public service announcements, videos, news releases, seminars and conferences, displays, advertising, publications, brochures, newsletters, news magazine, press clippings, annual report, speeches and public enquiries. ***Program Record Number:*** SDC PRB 025

Conformity Assessment Programs
Description: Information on Council conformity assessment programs for the accreditation of calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor certifiers and training providers; on participation on various related International Organization for Standardization (ISO) Committees and on various related international committees. ***Topics:*** Accreditation. ***Program Record Number:*** SDC ISB 010

International Electrotechnical Commission
Description: Information on Canadian participation in the technical committee of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and in the unification of national electrotechnical standards. ***Topics:*** Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation. ***Program Record Number:*** SDC ISB 035

International Organization for Standardization
Description: Information on Canadian participation in technical committee work of the International Organization for Standardization (ISO) to promote the development of international standards, to facilitate the international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. ***Topics:*** Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation. ***Program Record Number:*** SDC ISB 030

Standards Activities
Description: Information on Council standards activities. ***Topics:*** Advisory committees; accreditation of standards-writing organizations; coordination of liaison among voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison – organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization. ***Program Record Number:*** SDC ISB 015

Standards Information
Description: Information on national, regional, foreign and international standards, technical regulations, conformity assessment systems and other matters related to standardization. ***Program Record Number:*** SDC EIB 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Finance

Pensions and Insurance

Procurement

Personal Information Banks

Applicant Inventory
Description: This bank contains unsolicited written applications for employment at the Standards Council of Canada (SCC). The bank consists of resumés containing a variety of personal information and letters from SCC acknowledging receipt of applications. ***Class of Individuals:*** Members of the general public. ***Purpose:*** The records are used for reference when vacancies arise. ***Consistent Uses:*** To maintain a current inventory within SCC. ***Retention and Disposal Standards:*** The information is maintained for six months and then destroyed. ***Related to PR#:*** SDC AFB 903 ***TBS Registration:*** 003028 ***Bank Number:*** SDC PPU 010

Inventory of Assessors
Description: This bank contains personal information on assessors who are evaluating organizations applying for accreditation by the Standards Council of Canada. This information includes summaries of resumés, addresses, areas of specialization and a performance evaluation regarding performance during assessments. ***Class of Individuals:*** Individuals chosen by the Standards Council of Canada to act as assessors. ***Purpose:*** This information is held in order to maintain an inventory of possible candidates to act as assessors. ***Consistent Uses:*** To keep a record of the current address of the individual and a record of performance. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***Related to PR#:*** SDC ISB 010 ***TBS Registration:*** 003033 ***Bank Number:*** SDC PPU 015

Jean P. Carrière Award
Description: This bank contains information on all candidates nominated for the Jean P. Carrière award. The information includes addresses, qualifications, education and experience, honors and awards, and membership in professional organizations. ***Class of Individuals:*** Individuals nominated for the Jean P. Carrière award. ***Purpose:*** The information is collected in order to determine a winner of the award. ***Consistent Uses:*** The information is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***Related to PR#:*** SDC AFB 903 ***TBS Registration:*** 003031 ***Bank Number:*** SDC PPU 013

Mailing Lists
Description: This bank contains various mailing lists which include postal and e-mail addresses (some of which are home addresses) and telephone numbers. ***Class of Individuals:*** Potential clients, media contacts, individuals and organizations receiving various Standards Council of Canada information products (electronic or hard-copy) on a regular basis. ***Purpose:*** The purpose of these mailing lists is to maintain current addresses of individuals and organizations to whom Standards Council of Canada information products are sent. ***Consistent Uses:*** The information is used in order to send the most recent version of all information products. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***Related to PR#:*** SDC ISB 010, SDC PRB 025, SDC EIB 020, SDC EIB 045 ***TBS Registration:*** 003032 ***Bank Number:*** SDC PPU 014

Members of Council and Committees
Description: Information in this bank includes the curriculum vitae (or synopsis of), address, telephone and fax numbers of members; Orders-in-Council appointing members of Council; membership designation; correspondence and relevant information concerning members' employment. ***Class of Individuals:*** Members of Advisory Committees, Technical Committees, Sub-Committees, Working Groups and members of Council. ***Purpose:*** The information is compiled to determine the professional qualifications of individuals and their eligibility for membership on Council and the various committees. ***Consistent Uses:*** Some information is used to communicate with members such as forwarding documents concerning meetings. ***Retention and Disposal Standards:*** To be determined and pending approval by the National Archivist. ***Related to PR#:*** SDC ISB 010, SDC ISB 015, SDC ISB 030, SDC ISB 035, SDC AFB 903 ***TBS Registration:*** 003030 ***Bank Number:*** SDC PPU 012

Travel
Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. ***Class of Individuals:*** Employees, Council members, Advisory Committee and Sub-Committee members, international delegates and consultants. ***Purpose:*** To maintain information regarding travel of employees and others. ***Consistent Uses:*** To administer the travel function with respect to its approval as well as posting advances and claims. ***Retention and Disposal Standards:*** Records are kept for two years then sent to National Archives. ***Related to PR#:*** SDC AFB 914, SDC AFB 915 ***TBS Registration:*** 003029 ***Bank Number:*** SDC PPU 011

Manuals

The Standards Council of Canada publishes and maintains policy documents outlining such subjects as criteria and procedures for accreditation programs, the development of National Standards of Canada and participation in international standards committees. For more information, contact the Communicationssection.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Information about the Standards Council of Canada, its policies and programs may be obtained by calling or writing to:

Standards Council of Canada
Communications Branch
Suite 1200
45 O'Connor Street
Ottawa, Ontario
K1P 6N7

(613) 238-3222
info@scc.ca
http://www.scc.ca

Information Services can be reached by writing to:

Standards Council of Canada
Information Services
Suite 1200, 45 O'Connor Street
Ottawa, Ontario
K1P 6N7

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

45 O'Connor Street, Suite 1200
Ottawa, Ontario

To schedule an appointment, please contact:
Information Resource Officer
(613) 238-3222, ext. 154
Fax: (613) 995-4564
E-mail: asharkey@scc,ca

Statistics Canada
Chapter 127

General Information

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the Statistics Act which prohibits the disclosure of identifiable information to anyone but the individual person, business or organization concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from the individual through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of Health, Education and Justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is one Statistics Canada has with Revenue Canada (Taxation) to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The accessing of taxation records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely classified by name. In fact, few data banks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number, or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical data banks contain only a sample of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Responsibilities

The mandate and program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use; and to provide leadership, professional expertise and coordination in such efforts.

Legislation

- Corporations and Labour Unions Returns Act (CALURA), 1962, c. 26
- Statistics Act, R.S.C. 1985, c. S19

Organization

Office of the Chief Statistician of Canada

This area is the focal point for the administration of all matters pertaining to Statistics Canada.

Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister Responsible for Statistics Canada. The Chief Statistician advises on matters pertaining to statistical programs of the department and agencies of the Government of Canada, and confers with such departments and agencies to that end. The Chief Statistician supervises generally the administration of the Statistics Act and controls the operation and staff of Statistics Canada.

Departmental Secretariat

The Departmental Secretariat serves as the principal focal point for liaison with the Minister Responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the Departmental Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's programs and policies.

Its other functions include providing staff support to the Chief Statistician and the Policy Committee, as well as liaising with various management committees. The Departmental Secretariat is also responsible for review and control of official government documentation.

Business and Trade Statistics Field

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, Corporations and Labour Unions Returns Act (CALURA), regional industrial structure and related areas. It is headed by an Assistant Chief Statistician with responsibility for Industry Statistics, Prices, International Trade and Finance Statistics and the Project to Improve Provincial Economic Statistics.

♦ Industry Statistics Branch

This Branch is responsible for planning, directing, coordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Manufacturing, Construction and Energy, Distributive Trades, Services, Agriculture and Transportation.

Agriculture Division

Produces information on the supply of agricultural commodities (production and inventory levels); the resources employed to produce these commodities (land and capital); the returns to farmers arising out of production; revenues and expenses, off-farm income of operators and farm families by type of farm; socio-economic characteristics of farmers; and apparent per capita food consumption.

Distributive Trades Division

Conducts monthly and quarterly surveys on retail and wholesale trade to produce a range of current indicators such as sales and inventories by trade groups, by province, and by commodity groups. Also, conducts annual surveys covering retail and wholesale trade to produce a more elaborate industry profile including variables such as cost of goods sold, gross margin, operating revenue, operating expenses and operating profit.

Manufacturing, Construction and Energy Division

Conducts monthly surveys on manufacturing, forestry, construction and energy to produce a range of current indicators such as shipments or sales, inventories, and orders. Also, conducts the annual surveys covering manufacturing, forestry, construction, mineral fuels, pipelines and utility industries to produce a range of cost structure, material input, commodity output and employment data.

Services Division

Responsible for the development of an integrated and comprehensive program of statistics on services.

Transportation Division

Collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures.

♦ Prices, International Trade and Finance Statistics Branch

This Branch is responsible for planning, directing, coordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. This Branch includes the following divisions: Prices, International Trade, Small Business and Special Surveys, Investment and Capital Stock, Industrial Organization and Finance and Science and Technology Redesign Project.

Industrial Organization and Finance Division

Produces financial statistics for enterprises and corporation taxation statistics. It also administers the Corporation and Labour Unions Returns Act (CALURA).

International Trade Division

Responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices.

Investment and Capital Stock Division

Provides a focus for the collection, analysis and publication of statistics relating to investment activities.

Prices Division

Provides information on retail (consumer) prices, living costs, and industrial products, raw materials, farm input prices and construction price indexes, as well as a number of indexes relating to capital expenditures and services.

Science and Technology Division

Responsible for the development of an integrated and comprehensive program of statistics on science and technology, and communications.

Small Business and Special Surveys Division

Provides statistical information on and for small business in Canada and responds to information needs of clients concerning business statistics in Canada which cannot be met through the Agency's on-going statistical programs.

♦ Project to Improve Provincial Economic Statistics

This Branch is responsible for planning, directing, coordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following division: Enterprise Statistics.

Enterprise Statistics Division

Responsible for managing the Unified Enterprise Survey (UES), currently under development. The UES will replace Statistics Canada's individual annual business surveys over the next two years. A pilot test of the UES involving a limited number of industries will be conducted in early 1998 for the 1997 reference year. The first full UES will be conducted in 1999 for the 1998 reference year. The integration of the sub-annual business survey programs into the unified survey context will be addressed after the annual UES has been implemented.

Communications and Operations Field

This Field provides a full range of external communication functions, including respondent, user, and media relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination. This Field is headed by an Assistant Chief Statistician with responsibility for the Marketing and Information Services, Surveys and Regional Operations Branches.

♦ Marketing and Information Services Branch

This Branch is responsible for the activities which design and organize the information products of the agency to service the needs of its various clients at the federal, provincial and municipal government levels, and in the public and private sectors. It includes the following Divisions: Communications, Library and Information Centre, Dissemination and Marketing.

Communications Division

Promotes effective communications between Statistics Canada and its public. The Division coordinates the release of the Agency's information to the public, notably through the "Daily/Le Quotidien" (the Agency's official release publication) and provides communications planning, environmental monitoring, media relations, client relations and respondent relations support to Agency programs. In addition, the Division provides assistance with public consultations and coordinates federal-provincial consultative system. Publishing of information products, such as the "Canada Year Book", "Canada: A Portrait", and "Infomat", is another major responsibility. Through the employee newsletter, "SCAN", and its Internal Communication Network, the Division contributes to internal communications in the Agency. Finally, Communications Division maintains and improves the overall quality of communications at Statistics Canada by providing editorial services and communications training.

Dissemination Division

Responsible for the production of the Department's catalogued publications and the development and operation of techniques and mechanisms to foster the public access to Statistics Canada's information through electronic means.

Marketing Division

Provides overall leadership and coordination for the marketing activities of Statistics Canada. These activities include the development of strategic marketing plans, market research to identify client needs, coordination of promotional and sales campaigns, pricing and licensing of the agency's products and the management of a marketing information system.

StatsCan Online Project

Responsible for designing, developing and implementing an online service to deliver the publishable data of Statistics Canada.

♦ Operations and Administrative Support Branch

This Branch is responsible for analysing, evaluating and reviewing all statistical operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalisation of operational activities, and manages and coordinates related production support services. It includes Administrative Support Services Division, the Operations and Integration Division and the Operations Research and Development Division.

Administrative Support Services Division

Involved in the following areas: records management, distribution of data collection material, publications and general correspondence, facilities management and material and contracts services.

Operations and Integration Division (O&ID)

provides survey operations support to subject matter divisions for close to 200 surveys. O&ID is involved in preparing mail-outs, frame maintenance, collection, capture, coding, edit, micro analysis, processing tabulating, manuscripting, proof-reading and in some cases, macro analysis as well. The Operations Research and Development Division (ORDD) provides a focus for the development activities associated with O&ID. The scope of the work includes analysis of operations, methods improvement, development of standards and incentive systems, designing tools for production planning and scheduling, operations redesign and automation training, statistical quality control and support of O&ID's EDP functions.

Operations Research and Development Division

Its primary mission is to initiate and manage a program of research and development designed to improve efficiency, effectiveness, and job satisfaction with potential application to the Operations and Integration Division and other operational entities in Statistics Canada.

♦ Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in Halifax, Montreal, Toronto, Sturgeon Falls, Winnipeg, Regina, Edmonton, Vancouver and Calgary. The Branch includes the Survey Operations Division and the Advisory Services Division.

Advisory Services Division

Provides an information dissemination network across the country through nine regional Reference Centres. A team of information consultants carries out a range of marketing and sales functions, dealing directly with Statistics Canada's clients in order to customize the information to meet their needs.

Survey Operations Division

Responsible for researching, costing, developing, delivering and evaluating data collection and data capture procedures and training in cooperation with client divisions and several external departments. The Division provides services in the areas of project management, operations research and analysis, organization and methods of data collection, financial control, logistical support, data capture and operations audit and evaluation.

Informatics and Methodology Field

This field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for and management of information processing in Statistics Canada. It is headed by an Assistant Chief Statistician with responsibility for Informatics, Classification Systems, Methodology and International and Professional Relations.

♦ Classification Systems Branch

This Branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; and is responsible for the exploitation of taxation and other administrative data. It includes the Standards Division, Business Register Division, the Geography Division and Tax Data Division.

Business Register Division

Responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections.

Geography Division

Maintains Statistics Canada's geographic classification infrastructure, develops geographic concepts and products and services for clients, including the Census, and is the centre of expertise in the application of computerized geographic and cartographic techniques.

Standards Division

Develops standard classifications, monitors their implementation, and establishes official concordances between international and Canadian classifications. It standardizes economic and social concepts, and provides a system of comprehensive documentation for all surveys conducted in Statistics Canada.

Tax Data Division

Responsible for accessing and transcribing statistical data from Revenue Canada records to supplement or replace data collected by survey, and for maintaining a tax database.

♦ Informatics Branch

This Branch provides electronic data processing (EDP) services to Statistics Canada. The headquarters staff, in conjunction with other members of the Branch, is responsible for the formulation of policies relating to EDP and managing overall branch activities. It also coordinates relations with the users of various systems and data processing services. The Branch provides the chairman and secretariat services for the executive sub-committee on EDP. It includes the Informatics User Services Division, the System Development Division and the Main Computer Centre.

Informatics Technology Services Division

Provides end-users of informatics a comprehensive range of informatics and communications services. Services include the maintenance and support of informatics equipment, and communications hardware, and related software, training and consultation and liaison with clients. In addition, the division is involved in planning and development of EDP policy and standards, information modelling and is responsible for EDP security. Also responsible for the provision of large-scale computer and technical support services to Statistics Canada, including data storage facilities for the agency's EDP data.

System Development Division

Responsible for designing, developing and maintaining software for the support of surveys, censuses and other computer-based operations conducted by the agency. It also provides strategic advice on the use of Information Technology in automating the Agency programs.

♦ International and Professional Relations Division

Coordinates Statistics Canada's contacts with the statistical offices of other countries and international organizations, such as the United Nations, its specialized agencies and regional commissions; the Organisation for Economic Co-operation and Development; the European Union; the International Statistical Institute; and so on. It

provides policy advice on international matters to senior departmental management; co-ordinates the work required for fulfilling international obligations, such as representation at intergovernmental meetings and data reporting; manages the department's International Technical Assistance Program; and maintains contact on behalf of the department with the Department of Foreign Affairs and International Trade and the Canadian International Development Agency. The division's responsibilities also include co-ordination of the department's relations with professional societies; the management of the department's Research Fellowship and Internship Program; and the administration of the department's approval system for foreign and non-operational domestic travel.

♦ Methodology Branch

This Branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. The Branch includes the following divisions: Social Survey Methods, Business Survey Methods, Household Survey Methods and Small Area and Administrative Data.

Business Survey Methods Division

Responsible for providing methodological services to business, trade and agriculture statistics programs as well as for services on seasonal adjustment of time series, re-engineering and quality assurance to all statistics programs. It is also responsible for the development and maintenance of methodology standards, for the development and support of generalized methods for survey functions and for research and development on problems related to survey design and evaluation, time series and survey data analysis. The division includes the Time Series Research and Analysis Centre, the Re-engineering Support Centre, and the Quality Assurance Methods Section.

Household Survey Methods Division

Responsible for providing methodological services to the household and institutional statistics programs, including surveys on the labour force, consumer income and expenditure, health, education, culture, tourism, justice and public institutions; the General Social Surveys; and social and economic studies. It is also responsible for research and development on problems related to survey design, evaluation and data analysis. The division includes the Record Linkage Resource Centre.

Small Area and Administrative Data Division

Develops and disseminates small area social, economic and demographic statistics and indicators. The sources of these data are administrative files from other federal departments.

Social Survey Methods Division

Responsible for providing methodological services to social, institutions and labour statistics programs including the Census, the National Longitudinal Survey of Children and Youth, the Survey of Labour and Income Dynamics, other cross-sectional and longitudinal surveys and special surveys carried out on a cost recovery basis. It is also responsible for research and development on problems related to survey design, evaluation, data analysis and development of small area and administrative data. The division includes the Questionnaire Design Resource Centre and the Statistical Consultation Group.

Management Services Field

This Field organizes and coordinates internal management services, including the development and implementation of all management policies and systems within the Agency and the assessment of the efficiency and effectiveness of these programs. It is headed by an Assistant Chief Statistician with responsibility for the Finance, Planning, Audit and Evaluation Branch, Human Resources Branch and Data Access and Control Services Division.

♦ Data Access and Control Services Division

Serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada, statistical agreements, record linkages for statistical purposes, and Statistics Canada's Policy on Informing Survey Respondents. It coordinates the implementation of Treasury Board's Management of Government Information Holdings Policy (MGIH), administers services pursuant to the Access to Information Act and the Privacy Act, and manages the departmental security services.

♦ Finance, Planning, Audit and Evaluation Branch

This Branch is responsible for determining the financial resources required by Statistics Canada and supervising the Agency's expenses. The Branch is also responsible for operations related to program and financial planning, financial services, management information systems, for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out. It includes the following divisions: Audit and Evaluation, Corporate Planning and Programming, Financial Policies and Systems Division and the Financial Operations Division.

Audit and Evaluation Division

Provides a systematic and independent review function to advise management on the adequacy of the Agency's control framework for its operational, financial and administrative activities, in terms of compliance, efficiency, and economy; to assist in evaluating the degree to which

Agency programs achieve their objectives and the adequacy of those objectives; and to investigate alternatives that might achieve the objectives in a more cost-effective manner.

Corporate Planning and Programming Division

Responsible for the effective management of the corporate planning, multi-year operational planning and budget development processes; for the development, implementation and evaluation of cost accounting systems and costing methodologies; for the conduct of expenditure and revenue forecasting activities; and for the development and implementation of a variety of management processes aimed at improving overall program effectiveness and efficiency.

Financial Operations Division

Responsible for the accounts office, which retains records on all expenditure and revenue transactions, recoverable projects accounting, and general accounting services.

Financial Policies and Systems Division

Responsible for the development, design, implementation and review of departmental financial policies, systems and procedures in Statistics Canada.

♦ Human Resources Branch

This Branch is responsible for assisting management in obtaining, deploying, developing and retaining the staff necessary to execute Statistics Canada's responsibilities. It is also responsible for ensuring fair and equitable treatment of individual employees. It includes the following Divisions: Human Resources Operations, Human Resources Development and Official Languages and Translation.

Human Resources Development Division

Responsible for the pilotage and facilitation of human resources development policies and programs for the Agency, through activities supporting the analysis, development, implementation, coordination and evaluation of programs aimed at achieving employment equity, diversity management, training and development, employee assistance, career management counselling, employee recognition, work design, classification, human resources planning and HR information systems.

Human Resources Operations Division

Responsible for operations in the areas of classification, recruitment, promotions, redeployment, language identification of positions, staff relations and compensation administration, and for the development, implementation and ongoing operations of personnel policies and programs related to staffing.

Official Languages and Translation Division

Responsible for developing departmental guidelines on official languages and translation, and providing information and advice to managers on the requirements of the Official Languages Act and on the implementation of related policies and programs in their respective areas. The Division also develops and manages the departmental language training program as a whole, plans and oversees the language training of individual employees and provides them with information on their rights and obligations regarding official languages. In addition, the Division is responsible for managing translation services for all of Statistics Canada.

National Accounts and Analytical Studies Field

This Field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour, and undertakes research and development of statistical techniques. The Field is headed by an Assistant Chief Statistician with responsibility for the System of National Accounts and Analytical Studies.

♦ Analytical Studies Branch

This Branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere, to describe, draw inferences and make deductions about the nature of Canadian society. As well, it is responsible for the development of new and improved techniques for the statistical analysis and interpretation of socio-economic data sets. It includes the following Divisions: Family and Community Support Systems, Social and Economic Studies, Business and Labour Market Analysis, Micro Economic Studies and Analysis and Current Economic Analysis.

Business and Labour Market Analysis Division

Business and Labour Market substantive research and data development takes place in this area. These activities build on the unique data holdings available to Statistics Canada researchers, allowing work that can only be conducted within Statistics Canada to be carried out. This includes the use and linkage of worker and workplace data to create unique data sources for analytical purposes. The analytical topics include unemployment and the UI system; displaced workers and labour adjustment; wages, earnings, hours worked and earnings inequality; intergenerational income mobility; the school to work transition of post-secondary graduates; job creation in small and large firms; other related topics in firm dynamics and labour markets. The data development projects include the development of an establishment and workers survey to address issues such as human resource practices in firms and their impact on the use of UI, wage inequality, and firm performance, and technology and it's association with skill mix and training; and the changing demand for various types of labour.

Current Economic Analysis Division

Provides Statistics Canada's assessment of current economic conditions. This is done through articles in the "Canadian Economic Observer" and the production of the composite leading indicator. The group also supports research and analysis in other areas of the organization.

Family and Community Support Systems Division

Provides social-scientific analysis of data pertaining to trends and patterns of important variables pertaining to support programs, informal support networks for key population groups and aspects of vulnerability in Canadian communities as well as assistance to users of such data. The division is a center of analysis pertaining to aspects of unpaid work and charitable giving, and is the custodian of The Total Work Accounts System.

Micro Economic Studies and Analysis Division

Focuses on the a broad range of topics in industrial economics making use of specially constructed longitudinal data bases that link data from several areas from within Statistics Canada. It has examined such issues as the importance of small firms in the job creation process, the changing nature of multinationals, and the success of new firms. The group also conducts surveys that focus on the contribution of innovative and technological capabilities to growth, job creation, the use of advanced manufacturing technologies in Canada, the characteristics of the innovation process and the importance of financing to the growth of new firms, and the causes of bankruptcy

Social and Economic Studies Division

Its role is to conduct analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

♦ System of National Accounts Branch

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centred on the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets. The Branch includes the following divisions: National Accounts and Environment, Industry Measures and Analysis, Balance of Payments, Input-Output and Public Institutions.

Balance of Payments and Financial Flows Division

Responsible for: producing statistics on transactions and positions between Canada and other countries; providing quarterly estimates of financial flows among fourteen broad sectors of the economy, by type of asset and liability; providing annual estimates of Canada's national balance sheet, broken down by sector and by type of asset and liability.

Environment Statistics Program

Responsible for the development of a core set of statistics relevant for environment analyses and assessment of the national state of the environment in Canada.

Income and Expenditure Accounts

Responsible for: providing quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process; providing a picture of the key economic processes of production, income generation, sales of major markets, consumption, and capital formation; the conceptual and statistical integration of statistics within the System of National Accounts; research on the restructuring and extension of the Canadian System of National Accounts in conjunction with the re-examination of the accounts which is taking place at the international level.

Industry Measures and Analysis Division

Produces monthly, quarterly and annual measures of the Gross Domestic Product by industry for Canada, the provinces and territories.

Input-Output Division

Develops annual input-output tables for the business sector industries in Canada, interprovincial input-output tables with trade flows on an occasional basis and structural economic models of the Canadian and Provincial economies.

Public Institutions Division

Produces statistics on the financial activities and employment of the Canadian public sector, more specifically: government revenues, expenditures, assets, liabilities and debt statistics for the federal, provincial and local levels of government which comprise general government operations and government health and education institutions. Consolidated financial data for all these levels of government are published. Data are also produced on incomes, expenditures, assets and liabilities of government business enterprises; and sales values and volumes and government revenues from the sale of alcoholic beverages in Canada.

Social, Institutions and Labour Statistics Field

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians. The Field is headed by an Assistant Chief Statistician with responsibility for the Canadian Centre for Justice Statistics, Census and Demographic Statistics, Institutions and Social Statistics, Labour and Household Surveys Branches and Integration and Development of Social Statistics.

♦ Canadian Centre for Justice Statistics

This is a federal-provincial initiative dedicated to national statistics and information on the justice system in Canada. Established in 1981, the Centre is responsible for producing information on the extent and nature of crime and the administration of criminal and civil justice in Canada.

♦ Census and Demographic Statistics Branch

This Branch conducts a program of censuses, surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population. It includes the Census Operations Division, the Housing, Family and Social Statistics Division, the Demography Division and the 1991 Census Analysis Program.

1991 Census Analysis

Objectives are to conduct studies which focus on major topics that are germane to the development of Canadian society over the next decade and beyond, to demonstrate the power and value of Census data when analytically coupled with other sources, to produce a series of studies, monographs and texts that stand the test of time, which may be integrated into a variety of academic programs and that will serve as a background in the formulation and development of public policy, and to stimulate further research using Census and other data sources. The monographs are under preparation and will be available from December 1996.

Census Operations Division

Responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial censuses of population, Canada's national inventory of key socio-economic phenomena.

Demography Division

Responsible for the following four areas: (i) population estimates; (ii) population, household and family projections; (iii) census and survey related activities; and (iv) developmental and analytical research.

Housing, Family and Social Statistics Division

Responsible for the housing, family and social variables produced by the Census, the General Social Survey and the Post-Censal surveys, and conducting research and analysis of census data and other survey and administrative data. It publishes reports on the socio-economic characteristics of the population and subsets of the population.

♦ Institutions and Social Statistics Branch

This Branch is responsible for the collection, production analysis and dissemination of socio-economic statistics related to justice, health, education, culture and tourism, and public institutions, which are required for decision-making and research in both the public and private sectors. It consists of the Health Statistics Division, the Culture, Tourism and the Centre for Education Statistics Division and the National Population Health Survey.

Culture, Tourism and the Centre for Education Statistics

Responsible for the Education Statistics, Culture Statistics, and Travel and Tourism Programs.

Health Statistics Division

Health Statistics Division provides statistical information and analysis about the nature and operation of health in Canada. Information on the health of Canadians is classified under (i) Health Care, (ii) Health Status and Vital Statistics, (iii) Occupational and Environmental Health, (v) National Population Health Survey, (vi) therapeutic abortions. Ongoing health research and analysis is conducted, producing generic products such as a quarterly review called "Health Reports" as well as an electronic data base of information called "Health Indicators".

♦ Integration and Development of Social Statistics Division

Responsible for promoting and co-ordinating the integration and distribution of a diverse range of sources of socio-economic information in a thematic, subject or issue-driven manner. The work includes improving the meta information and meta data systems, cultivating partnership opportunities (in terms of data integration and marketing) between subject matter divisions and central service divisions, addressing issues of disharmonies across the sources and seeking opportunities for producing and marketing both data and analytical products and services based on integrated sources rather than single sources.

♦ Labour and Household Surveys Branch

This Branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment. It includes the following divisions: Household Surveys, Special Surveys, Labour and Household Surveys Analysis, Labour and Labour and Household Surveys.

Income Statistics Division

Responsible for a number of household surveys, including the Survey of Consumer Finances, the Survey of Household Spending (formerly the Survey of Family Expenditure) and the Survey of Labour and Income Dynamics. In addition, information is also produced on pension plans in Canada.

Labour and Household Surveys Analysis Division

Provides resources for the content, analysis and evaluation of income and labour market related data, including data on labour force status, occupation, labour

compensation, pensions, industry, individual and family income and expenditure, for both Census and sample surveys.

Labour Division

Responsible for producing a wide range of labour data from surveys and administrative records. In addition, information is produced on the operation of the Employment Insurance Act, the Help-Wanted Index and on workplaces from both the employers' and employees' perspective.

Special Surveys Division

Responsible for the Special Surveys Program at Statistics Canada which provides a capacity to develop and carry out occasional or ad hoc household surveys.

Information Holdings

Program Records

Departmental Secretariat

Departmental Operations
Records relating to the overall functions of the Department. ***Program Record Number:*** STC OCS 005

Business and Trade Statistics Field

Business and Trade Statistics Field Operations
General operations relating to the overall functions of the Field. ***Program Record Number:*** STC BTS 305

Agriculture Division

Census of Agriculture
Description: Records related to Census of Agriculture conducted every five years; records related to the linkage of the Census of Population with the Census of Agriculture. ***Topics:*** Numbers of farms; areas; tenure; crops; livestock and poultry; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; land management practices; capital purchases; expenses and sales; operators' age, sex, marital status, mother tongue, occupation, industry, labour force activity, total income and income sources, level of schooling. ***Note:*** Publications are available from the Circulation Management, Operations and Integration Division. Special requests are handled directly by the User Services Unit of the Census of Agriculture. ***Note:*** Census of Agriculture data are available in a variety of forms: printed volumes, graphic presentations, summary file on tape, diskette, CD-ROM or paper and special tabulations.***Program Record Number:*** STC AGR 445

Crop Condition Assessment Program (CCAP)
Description: Integrated information, available via the Internet, for monitoring crop conditions by Census Agricultural Regions (CAR) and Census Consolidated Subdivisions (CCS) in the Prairie provinces on a weekly basis during the crop growing season. ***Topics:*** Crop development, pasture development, comparison of crop conditions, normalized difference vegetation index, climatic conditions.***Note:*** Data are derived from the analysis of weekly digital satellite imagery. The CCAP is developed on a customized spatial analysis interface to enable electronic analysis of classified images, maps, graphs and statistical data. Regular subscriptions, customized analysis regions and special requests are available from Spatial Analysis and Geomatics Applications. ***Program Record Number:*** STC AGR 451

Crops
Description: Records related to measurements of seeded area, seeding intentions, yield, production, stocks and value of production for most crops grown in Canada.***Topics:*** Field crops; grain marketing and horticulture.***Note:*** Publications are available from Circulation Management, Operations and Integration Division. Special requests are handled directly by the Crops Section.***Storage:*** Data are available in a variety of forms: CANSIM, publications and special tabulations. ***Program Record Number:*** STC AGR 450

Farm Energy Use Survey,1996
Description: Information for monitoring farm energy consumption, type of energy, total expenditures and total quantities purchased.***Topics:*** Energy expenditure and use, land use and practices for Prairie provinces and farm type.***Note:*** Special requests are handled by the Whole Farm Data Section.***Storage Medium:*** Data are available through special tabulations. ***Program Record Number:*** STC AGR 456

Farm Income and Prices
Description: Information related to farm income, prices and farm finance.***Topics:*** Farm cash receipts; farm expenses and depreciation; net farm income; government program payments paid to agricultural producers; value of inventory change; income in kind; farm debt; value of farm capital; and value per acre of farm land and buildings.***Note:*** Publications are available from Circulation Management, Operations and Integration Division. Special requests are handled directly by the Farm Income and Prices Section.***Storage Medium:*** Information in this area is available in a variety of forms: CANSIM, publications, photocopies of tabulations and special tabulations in a paper or diskette format. ***Program Record Number:*** STC AGR 455

Farm Inputs Management Survey, 1995
Description: Information on manure, commercial fertilizers and commercial pesticides. ***Topics:*** Manure management, commercial fertilizer management,

pesticide application practices, land area, livestock inventory, farm type, gross farm receipts, percent of income from farming, age and education level.***Note:*** Special requests are handled by the Whole Farm Data Section. ***Storage Medium:*** Data are available through special tables and a publication. ***Program Record Number:*** STC AGR 457

Farm Register

Description: Records related to the maintenance of the master survey frame for Agriculture Division. ***Program Record Number:*** STC AGR 464

Integrated Agriculture Survey System

Description: Records related to managing the processing system for various agricultural surveys and related vehicles. ***Program Record Number:*** STC AGR 461

Livestock and Animal Products

Description: Records related to livestock inventories, production of meats and animal products; wool production; fur production; egg production; dairy statistics; stocks of meat and poultry in cold storage; and aquaculture production. ***Topics:*** Inventories of classes of cattle, pigs, sheep and poultry; stocks in cold storage; dairy products; fur; eggs; wool; and per capita food consumption. ***Note:*** Publications are available from Circulation Management, Operations and Integration Division. Special requests are handled directly by the Livestock and Animal Products Section. ***Storage Medium:*** Livestock and animal products data are available in a variety of forms, including printed publications, CANSIM, photocopies of tabulations and special tabulations prepared on request. ***Program Record Number:*** STC AGR 460

Whole Farm Data Projects

Description: Integrated set of descriptive, physical and financial data at the whole farm level on an annual basis. ***Topics:*** Area of land and usage, livestock inventories, income and expense statements, assets and liabilities, off-farm income of the farm operators and farm families, investment data, number of farms, farm type and degree of specialization, farm operators' age, sex and marital status. ***Note:*** Data are obtained from the Taxation Data Program, the Farm Financial Survey and the crops and livestock surveys. Whole farm data are available in a variety of forms: pre-established and special tabulations on diskettes or paper, a CD-ROM and in publications. The publications available on the Internet at http:\\www.statcan.ca. The pre-established tabulations and special requests are handled directly by the Whole Farm Data Projects Section. ***Program Record Number:*** STC AGR 452

Distributive Trades Division

Retail Trade

Description: Records related to sales, inventories and operating data for retail businesses, and the number and value of new motor vehicles sold in Canada. Data available on a provincial basis. ***Topics:*** Supermarkets and grocery stores; other food stores; drugs and patent medicine stores; shoe stores; men's clothing stores; women's clothing stores; other clothing stores; household furniture and appliance stores; household furnishings stores; motor vehicle dealers; gasoline service stations; automobile parts, accessories and services; general merchandise stores; chain and department stores; direct sellers; vending machine operators. ***Program Record Number:*** STC DTD 375

Wholesale Trade

Description: Records related to businesses acting as intermediaries in the field of distribution of: farm products; petroleum products; food, beverages, drugs and tobacco products; apparel and dry goods; household goods; motor vehicles, parts and accessories; metals, hardware, plumbing, heating and building materials; machinery, equipment and supplies; and miscellaneous wholesale industries. ***Topics:*** Principal statistics of wholesale merchants; volume of trade; net sales and receipts; purchases; inventories; salaries and wages; gross commissions; province, territory and country origin and destination of shipments for 100 commodity groupings. ***Program Record Number:*** STC DTD 380

Manufacturing, Construction and Energy Division

Construction

Description: Records related to the construction industry, including revenues, inventories, principal direct and overhead costs and other operating data by type of contractor. ***Topics:*** Type of construction; total value of construction; repair work; labour costs; construction contracting industries - mechanical, electrical, highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades. ***Note:*** The last year of data for the construction sector is 1989. New data for the reference year 1997 will be available in early 1999. ***Program Record Number:*** STC IND 370

Energy

Description: Records related to the production, transformation, transportation and consumption of coal, crude oil, natural gas, electricity and refined petroleum products. The statistical programs are carried out in collaboration with other government agencies such as Natural Resources Canada, the National Energy Board, and various provincial energy departments. ***Topics:*** Supply and disposition of solid fuels, liquid fuels, natural gas, electricity and renewable energy forms; consumption of energy by sector and selected industries; financial and operating statistics in respect of energy industries and pipelines. ***Program Record Number:*** STC IND 315

Logging (Survey of Forestry)

Description: Records related to shipments of roundwood. ***Topics:*** Saw logs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood. ***Program Record Number:*** STC IND 385

Manufacturing

Description: Records related to various surveys for the manufacturing sector. Depending on the survey, data covered are: shipments, inventories and orders; qualitative assessments of business conditions and employment; operating statistics; materials and supplies used; products shipped. ***Topics:*** The following industries are covered: food, beverage, tobacco; rubber products, plastic products, leather; primary textile, textile products, clothing, wood, furniture and fixture, paper and allied products, printing and publishing, primary metal, fabricated metal products, transportation equipment, machinery, electrical and electronic products, non-metallic mineral products, refined petroleum and coal products, chemical products, other manufacturing industries. ***Program Record Number:*** STC IND 310

Waste Management

Description: Records related to the economic characteristics of waste management in Canada. Principal statistics; details on wastes managed for haulage (type and quantity), for disposal (method by type and quantity of recycled materials); waste imports and exports. ***Program Record Number:*** STC IND 317

Services Division

Service Industries

Description: Records related to financial and other operating data. ***Topics:*** (a) Information and cultural industries: publishing, motion picture and sound recording, broadcasting and telecommunications, information services and data and transaction processing; (b) finance and insurance: agencies, brokerages and other insurance related activities; (c) real estate, rental and leasing: real estate, rental and leasing activities, owners and lessors of other non-financial assets; (d) professional, scientific and technical: legal, accounting, tax preparation, bookkeeping and payroll, architectural, engineering and related, specialized design, computer systems design and related, management, scientific and technical, scientific research, advertising and related, and other professional, scientific and technical; (e) management of companies and enterprises; (f) administrative and support, waste management and remediation: administrative and support, waste management and remediation; (g) arts, entertainment and recreation: performing arts, spectator sports and related, heritage institutions, amusement, gambling and recreation; (h) accommodation and food services: accommodation, food services and drinking places; (i) other services (except public administration): repair and maintenance, personal and laundry services. ***Program Record Number:*** STC SER 425

Transportation Division

Air Transport

Description: Records related to the movement of aircraft, passengers and cargo by air and to the activities of Canadian air carriers. These data are produced by the Aviation Statistics Centre. ***Topics:*** Air carrier financial and operating statistics; air traffic and volume of cargo at Canadian airports; origin and destination of scheduled air passengers travelling within Canada, between Canada and the United States and internationally; international and domestic air charter statistics; airport activity and traffic flow; fares and fare type statistics; aircraft utilization. ***Storage Medium:*** Material available in machine readable format, and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. ***Program Record Number:*** STC TRA 395

Rail Transport

Description: Records relating to rail transportation in Canada and between the United States and Canada. ***Topics:*** Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; receipts from and deliveries to U.S. rail connections; commodity movement between provinces and to and from U.S. regions. ***Storage Medium:*** Material available in machine readable format and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. . ***Program Record Number:*** STC TRA 390

Road Transport

Description: Records relating to road transport in Canada. In addition to programs surveying carriers, certain programs rely on aggregation of provincial and territorial administrative records. ***Topics:*** Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; domestic and international commodity origin-destination statistics of the Canadian domiciled for-hire trucking industry (domestic and international); private trucking statistics, motor vehicle registrations and related licences; gross and net sales of motor fuels. ***Storage Medium:*** Material available in machine readable format and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. . ***Program Record Number:*** STC TRA 400

Water Transport

Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. ***Topics:*** Financial and operating statistics on water carriers, including employment, fuel consumption, type of service; shipping and port activities; commodities loaded and unloaded;

containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. ***Storage Medium:*** Material available in machine readable format, and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division. ***Program Record Number:*** STC TRA 405

Industrial Organization and Finance Division

Business Finance and Taxation

Description: Records related to financial and taxation data of all incorporated enterprises operating in Canada. ***Topics:*** Incorporated enterprise statistics - assets, liabilities, shareholder's equity, revenues, expenses, profits, and retained earnings, provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income and taxes payable. ***Program Record Number:*** STC IOF 435

Corporations and Labour Unions Returns Act (CALURA)

Description: Records related to financial data, ownership, control (including foreign control) and concentration of the corporate sector financial statements. ***Topics:*** Statistics, country of control, assets, sales, profits and taxable income; corporate concentration; and directory of intercorporate ownership. ***Program Record Number:*** STC IOF 440

International Trade Division

Canada/U.S. Trade Analyser

Description: A joint product of Statistics Canada and the United States Bureau of the Census, it provides annual HS-6 digit level information for both Canada's and America's trade with the world. ***Program Record Number:*** (New) ***Topics:*** 5 years of value and quantity data. ***Storage Medium:*** Available on CD-ROM. ***Program Record Number:*** STC INT 411

Canadian Trade Analyzer

Description: A data and software package combining international merchandise trade statistics and Harmonized System descriptions at all levels (HS-2 to HS-10). ***Topics:*** Data are available on over 16,000 import and 8,000 export commodities at the most detailed level for over 220 countries. The data commence with January 1988. ***Storage Medium:*** Storage medium is CD-ROM. ***Program Record Number:*** STC INT 413

Exports and Imports - Custom Data Retrievals

Description: Records related to exports and imports. ***Topics:*** Exports and imports according to the Harmonized System on a custom basis by quantity and value; by commodity; by country. Exports by province of origin. Imports by province of clearance. Import and export price and volume indexes. Seasonally adjusted import and export data on a balance of payments basis. ***Storage Medium:*** Tape, publication, microfiche, diskette, printouts and CD ROM. Some data on CANSIM. ***Program Record Number:*** STC INT 410

World Trade Analyser/World Trade Database

Description: A matrix of international trade flows (exports and imports of goods) created from data adjusted reported by member countries to the United Nations Statistical Office and broken down by partner country and commodity/industry. The data are annual from 1970. ***Topics:*** Commodities according to SITC Revision 2; values only. ***Storage Medium:*** Available by special request on a cost recoverable basis, on tape and diskette. Data from 1980 to 1996 and software package are available on CD-ROM. ***Program Record Number:*** STC INT 412

Investment and Capital Stock Division

Capital Expenditures

Description: Records related to capital and related expenditures on new construction and machinery and equipment and repair work on structures and on machinery. ***Topics:*** Provincial capital and related expenditures by industry and a breakdown of private and public investment. ***Program Record Number:*** STC SCT 475

Capital Stock

Description: Records related to the annual estimates of the value of fixed assets, and quarterly estimates of capacity utilization rates. ***Topics:*** Series on fixed capital flows and stocks, and depreciation in both current and constant dollars by industry and province. National series on industrial capacity utilization rates. ***Program Record Number:*** STC SCT 470

Current Investment Indicators

Description: Records related to building permits, capital expenditures and fixed assets in housing. ***Topics:*** Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing stock; construction activity indicators. ***Program Record Number:***STC SCT 480

Prices Division

Industrial Prices

Description:Records related to the measurements of price movements in the production and distribution of commodities and services. ***Topics:***(a) Industrial price indexes: manufacturers selling price indexes; contractors' selling price indexes for a limited number of construction activities and a few services such as consulting engineering; computer software and telephone; electricity selling price indexes; (b) selected purchase price indexes: special purpose indexes for capital expenditures;

machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes; thermal coal price index. ***Storage Medium:*** Some material held on microfilm. ***Program Record Number:*** STC PRI 420

Retail Prices and Living Costs

Description: Records related to the measurement of consumer price changes and place-to-place price differences, including concepts and procedures. ***Topics:*** Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons for selected commodity groups; foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. ***Storage Medium:***Some material held on microfiche. ***Program Record Number:*** STC PRI 415

Science and Technology Division

Communication - Radio, Television, Cable Television, Telecommunication

Description: Records related to financial statements of enterprises; salaries, wages, number of employees and operating data specific to each industry. ***Topics:*** Licensed radio and television stations, including the CBC and other national and regional networks; cable television systems and Canadian telecommunication carriers. ***Program Record Number:*** STC SST 430

Science and Technology Statistics

Description: Records relating to resources (expenditures and personnel) for science and technology in the public and private sectors in Canada. ***Topics:*** Science and technology expenditures and personnel in the Federal government (by department and program); in six provincial governments, and in the higher education sector; research and development expenditures and personnel in the business enterprise sector (by industry, country of control, revenue size, employment size, province and source of funds), and in the private non-profit organization sector. ***Program Record Number:*** STC SST 465

Small Business and Special Surveys Division

Small Business and Special Surveys

Description: Records related to the Small Business Statistics Program, including Small Business Profiles and the Employment Dynamics, are compiled from taxation records and from the Longitudinal Employment Analysis Program (LEAP) file. Records also relate to the conduct of special surveys, record linkages and data integration projects which respond to information needs of clients concerning business economic and production statistics in Canada. Recent examples include the Survey of Small and Medium-sized Business in Atlantic Canada, the Survey of Computer Hardware Manufacturers and the Business Integrated Database. ***Program Record Number:*** STC SBS 524

Communications and Operations Field

Communications and Operations Field Operations

Description: General operations relating to the overall functions of the Field. ***Program Record Number:*** STC COM 565

Communications Division

Communications

Description: Records related to interactions with program areas, clients and suppliers involved in media and public relations projects; release materials and associated documentation; minutes, recordings and associated documentation pertaining to federal-provincial consultations; drafts, proofs and artwork related to the Division's products; texts submitted for editing. ***Program Record Number:*** STC CMN 570

Dissemination Division

CANSIM

Description: Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; to the development of new data content, and new data storage, retrieval and delivery facilities; to the development of meta data systems. ***Program Record Number:*** STC DIS 580

Publications

Description: Records related to the production, sales and marketing of Statistics Canada's publications. ***Program Record Number:*** STC DIS 575

Operations and Integration Division (O&ID)

Operations

Description: Records related to the development and on-going work of the Operations and Integration Division including: Surveys - mail-out mail-back surveys, computer assisted telephone interviews, surveys based on administrative records, scanning documents such as provincial and local government accounts, analyzing and reformatting computer printouts, tapes, diskettes, etc.; Coding - for some surveys the Division specializes in coding of documents. These codes include Medical Codes, Standard Industrial Classification Codes, Standard Occupational Classification Codes, Harmonized System Commodity Codes, etc. Data Capture - heads down Data Capture is done for some 30 divisions (over 80 applications) over and above those applications we consider surveys. Mapping - Mapping operations include: Operations of the Map Library including reproduction of maps, retrieving and filing of maps and maintenance of the shipping and receiving of maps; linking the Post Office Postal Codes to the Provincial, Federal or Electoral areas by using Standard Geographical Codes; and preparing the Street Network File for the 1996 Census enumeration. ***Program Record Number:*** STC OPI 595

Operations Research and Development Division

Operations Research and Development
Description: Records showing the performance of units in Operations and Integration Division working with measured standards. ***Program Record Number:*** STC ORD 600

Advisory Services Division

Corporate Sales Support System (CSSS)
Description: An invoicing and inventory control system that provides information on accounts receivable for all products and services billed in regional offices. Market information by client and/or product and services is also available. ***Program Record Number:*** STC UAS 603

Information on our Products and Services (IPS)
Description: A windows-based search and retrieval system which will provide users with current information about products and services available from Statistics Canada. ***Program Record Number:*** STC UAS 604

Survey Operations Division

Survey Operations
Description: Records related to data collection and associated activities for population and agriculture censuses, household surveys and business surveys. ***Program Record Number:*** STC SOP 602

Informatics and Methodology Field

Informatics and Methodology Field Operations
Description: Records relating to the overall functions of the Field. ***Topics:*** Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology. ***Program Record Number:*** STC INM 485

Business Register Division

Business Profiles
Description: Records related to the maintenance of the Business Register and the structure of reporting units. ***Topics:*** Business demographics; profiles of establishments; up-to-date names and addresses of businesses. ***Program Record Number:*** STC BUS 525

Geography Division

Geography
Description: Geographic frame database and documentation related to geographic boundaries and street networks; geographic attribute database and documentation related to geographic boundaries; cartographic map base and other products related to boundaries, collection, compilation and dissemination of data; spatial concepts and associated attributes of geographic areas; linkage files, concordance files and documentation related to standard geographies and postal code; custom geocoding, geographic consultation and other services related to area selection, data retrieval and computer mapping. ***Topics:*** Street networks - names, address ranges, block-faces, street indexes, representative points, feature types; geographic areas - provinces and territories, census divisions, census consolidated subdivisions, census subdivisions, census metropolitan areas, census agglomerations, primary census metropolitan areas, primary census agglomerations, census tracts, enumeration areas, unincorporated places, designated places; postal codes - representative points, postal code linkage to enumeration areas; maps - enumeration area, census metropolitan area, census agglomeration, census tract, census division, census subdivision; geographic information systems (GIS); geographic concepts; automated cartography; automated delineation; enterprise GIS; population and area statistics. ***Program Record Number:*** STC GEO 520

Standards Division

Standards
Description: Records related to Classification Standards and concepts. ***Topics:*** Standard Industrial Classification, (to be replaced by the North American Industry Classification System [NAICS]), statistical units, concordances between different vintages of the Canadian, the International and the U.S. Standard Industrial Classifications; Standard Classification of Goods (based upon the Harmonized Commodity Description and Coding System), concordances between the Standard Classification of Goods and other Canadian commodity classifications and the Standard Industrial Classification; Standard Classification of Services (under development); Standard Geographical Classification; Standard Occupational Classification and related concordances; Statistical Data Documentation System. ***Program Record Number:*** STC STD 535

Tax Data Division

Taxation Data
Description: Records related to the accessing of data from taxation records of incorporated and unincorporated businesses. ***Topics:*** Access to T1, T2, T4, T4A, GIFI, GST and PD7 taxation data for statistical purposes. ***Storage Medium:***T2 documents are on photocopies, which are destroyed upon completion of the tax cycle; electronic files are created after transcription. All other documents are on electronic format (tapes and/or electronic databases). All electronic files are kept on the mainframe for at least 5 years. All material is strictly confidential. ***Program Record Number:*** STC TAX 530

Informatics Technology Services Division

Computer Services
Description: Records related to information on computer hardware and software; operation of computer equipment and the administrative procedures used within the Main

Computer Centre. ***Program Record Number:*** STC MCC 517

Help Desk
Description: Provides a central contact for all Informatics Branch services. Clients can contact the Help Desk for all inquiries and service calls relating to their informatics and data communication needs. ***Program Record Number:*** STC CLS 510

Informatics Planning, Policy and Standards Development
Description: Responsible for coordinating the development of the Strategic and Tactical Plans, development of informatics policy and standards activities, prepares the five year capital plan and information management plan. ***Topics:***Strategic and tactical plans, capital plan, EDP policy and standards. ***Program Record Number:*** STC CLS 507

Informatics Security
Description: Responsible for all aspects of ensuring the security of all information in electronic form in Statistics Canada as well as access to its computing facilities. Informatics Security also provides computer virus control and disaster recovery planning assistance. ***Topics:*** Informatics; security; access control; data control services; computer virus and disaster recovery planning. ***Program Record Number:*** STC CLS 511

Informatics Training
Description: Offers training courses on the use of software and hardware in relation to mainframe, midrange computers, microcomputers and data communications. Training is also provided on systems development. The Section also offers a "training need analysis" program, helping Divisions to identify their training requirements and to set-up a training plan. ***Topics:*** Informatics training. ***Program Record Number:*** STC CLS 505

Information Modelling Services
Description: Provide users with a graphical portrayal of survey information content using industry standard information modelling methods supported by CASE tools. The model can be used by questionnaire designers, data analysts or systems designers to obtain a picture of survey content. ***Topics:*** Information Modelling CASE tools. ***Program Record Number:*** STC CLS 512

Infrastructure Support Services (ISS)
Description: Responsible for the planning, installation and maintenance of the communication infrastructure in Statistics Canada. In addition, ISS provides detail specifications for communication equipment and operational support for the installed base of Local Area Network (LAN) hardware and software equipment. Manages the Internet Service for Statistics Canada. Provides hardware and software maintenance and support for the E-Mail infrastructure. ***Topics:*** Electronic communications; local area networks; wide area networks; terminals. ***Program Record Number:*** STC CLS 509

Midrange Systems Support Section (MRSSS)
Description: Provides support to Statistics Canada's users of traditional proprietary minicomputers and users of the "open systems" platforms running variants of the UNIX operating system. The MRSSS has evolved from providing well-defined support for 16 Honeywell minicomputers to providing widely varying degrees of support for over 200 platforms which have been supplied by 8 different computer manufacturers. The variation in support levels reflect differences in user requirements and wishes. ***Program Record Number:*** STC CLS 513

Workstation Support Section (WSS)
Description: Assists users in the acquisition of hardware and software and offers expertise and consulting services on the use of software, microcomputers and peripheral equipment. In addition, the WSS establishes a contract for the acquisition of standard microcomputers annually and maintains a software library. ***Topics:*** Microcomputers; printers; software support. ***Program Record Number:*** STC CLS 508

System Development Division

Documentation
Description: General descriptions of the external interface and internal operations of software developed by the division. ***Topics:*** User guides; manuals; system specifications. ***Program Record Number:*** STC ISD 495

Software
Description: Sets of instructions to enable a computer to perform a given task. ***Topics:*** Application programs; utility programs; generalized programs; ***Program Record Number:*** STC ISD 490

Business Survey Methods Division

Business Survey Methods
Description: Records relate to survey design, methodology, quality assurance, time series, and data analysis primarily for economic statistics programs that include sample surveys, censuses and the use of administrative records. ***Topics:*** Planning of surveys; survey objectives, concepts, definitions; planning of various survey steps; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; confidentiality; assessment of sampling and non-sampling errors; evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; re-engineering existing surveys; integrated survey design over a number of surveys; data integration; time series; Box-Jenkins forecasting models;

linking of time series; calendarization; bench marking and revision procedures; X11ARIMA seasonal adjustment; survey methodology research. ***Program Record Number:*** STC BSM 545

Household Survey Methods Division

Household Survey Methods

Description: Records relate to survey design, methodology, data quality and analysis primarily for the household and institutional statistics programs that include surveys, censuses and the use of administrative records. ***Topics:*** Planning of surveys; survey objectives, concepts, definitions; planning of various survey steps; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; bench marking and revision procedures; confidentiality; assessment of data quality (sampling and non-sampling errors); evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research. ***Program Record Number:*** STC HSM 560

Small Area and Administrative Data Division

Administrative Data

Description: 1. Records contain aggregated data from the T1 General income tax form and from the employment insurance beneficiaries file. 2. A sample (10%) longitudinal file. ***Topics:*** 1. Social data (individual and family); sub-provincial data (areas as small as postal walks); labour force; migration; income. 2. Social data (individual and family); labour force; income. ***Program Record Number:*** STC SAD 550

Small Area Data

Description: 1. The Small Area Database contains annual socio-economic and demographic data for sub-provincial areas. These data come from sources within, and external to Statistics Canada. Custom tabulations of aggregated data from all the databases can be obtained on a cost recovery basis. 2. Longitudinal data can be derived from the Longitudinal Administrative Data file on a cost-recovery basis. There are data available for the 1982-1995 period, for approximately 2,000,000 people with both individual and family information. ***Program Record Number:*** STC SAD 555

Social Survey Methods Division

Methodology

Description: Records relate to survey design, methodology, data quality, and analysis of social statistics programs that include surveys, censuses and the use of administrative records. ***Topics:*** Planning of censuses and surveys; survey objectives, concepts and definitions; planning of various survey steps; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; bench marking and revision procedures; confidentiality; assessment of data quality (sampling and non-sampling errors); evaluation and redesign of surveys; methods for the analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and anlysis of administrative data; survey methodology research. ***Program Record Number:*** STC SVM 540

Management Services Field

Management Services Field Operations

Description: Records relate to the overall functions of the field. ***Program Record Number:*** STC MAN 605

♦ Data Access and Control Services Division

Data Access

Description: Records relate to requests received under the Access to Information Act and the Privacy Act; agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data, orders prescribing forms, the discretionary disclosure of information pursuant to the Statistics Act, and the administration within Statistics Canada of the Information Collection Policy, the Informing Survey Respondents Policy, the Policy on Record Linkage, the Microdata Release Policy, and the Policy on the Protection of Sensitive Statistical Information. ***Program Record Number:*** STC DAC 615

Departmental Security

Description: Responsible for the administration of the security program for Statistics Canada. This includes responsibility for the physical security of designated and classified information and other assets held within Statistics Canada; inspections and investigations of suspected breaches or violations of security; arranging checks with investigative agencies as part of the personnel screening process; emergency and safety practices and security awareness. ***Program Record Number:*** STC DAC 617

Audit and Evaluation Division

Program Review

Description:Records related to the evaluation of the efficiency and effectiveness of programs and plans. ***Program Record Number:*** STC PRG 645

Corporate Planning and Programming Division

Corporate Planning and Programming

Description: Records related to: the development, improvement process and decisions of the Agency's

planning system, multi-year operational plan, current-year work plans and associated budgets; the development, improvement, process and decisions with respect to the Agency's cost accounting system and methodologies; expenditure and revenue forecasting methodologies and results thereof; the development and coordination (with other functional areas within the Agency) of management systems to facilitate accountability, improve planning, provide information needed for decision-making and to permit quality assessments and objective reporting on the status of large-scale organizational projects, service improvements and program plans. ***Program Record Number:*** STC CPM 620

Financial Operations Division

Financial Operations
Description: Records relate to expenditure and revenue transactions, recoverable projects accounting and general accounting services. ***Program Record Number:*** STC FIN 635

Financial Policies and Systems Division

Financial Policies and Systems
Description: Records related to the development, design, implementation and review of departmental policies, systems and procedures. ***Program Record Number:*** STC FPS 630

Human Resources Operations Division

Corporate Assignments
Description: Records related to the operations of the Corporate Assignments Division, including assignment proposals, employee applications and assignment agreements. ***Program Record Number:*** STC HRO 610

National Accounts and Analytical Studies Field

National Accounts and Analytical Services Field Operations
Description: General operations relating to the overall functions of the field. ***Topics:*** Field policies; plans and programs; automation; timeliness studies; projects and surveys. ***Program Record Number:*** STC NAC 225

Business and Labour Market Analysis Division

Integration and Analysis
Description: Records relate to analysis and data development in the areas of business/industry and labour market, using data derived from Statistics Canada business and labour-related surveys, as well as administrative data. ***Topics:*** Displaced workers and labour adjustment; wage and income inequality, unemployment and the U.I. system; employment creation studies; impact of structural change in the economy on wages and job separations; quits and layoffs in the economy; micro-simulation model development; employment equity studies; survey development in the area of labour demand and human resource practices in firms. ***Program Record Number:*** STC BMA 255

Social and Economic Studies Division

Social and Economic Studies
Description: Records relate to studies undertaken by the division using statistical records produced by other areas of Statistics Canada. ***Program Record Number:*** STC SES 285

Social Policy Simulation Database/Model
Description: The Social Policy Simulation Database and Model (SPSD/M) is a public use database of family/individual microdata, together with associated analytical software that allows analysts to assess the effects of past or proposed changes to Canada's tax/transfer system. The SPSD/M runs on IBM compatible micro computers. ***Program Record Number:*** STC SES 296

Balance of Payments and Financial Flows Division

Balance of Payments
Description: Statistics are presented under two main accounts: the Current and the Capital and Financial Accounts. The Current Account records transactions in goods, services, investment income and current transfers. Services are made up of travel, transportation, commercial services and government services. Investment income comprises interest, dividends and direct investment profits, the latter broken down between dividends and reinvesting earnings, while current transfers cover migrants' funds, official and private contributions and withholding taxes. The Capital and Financial Accounts is composed of capital transfers, such as migrants assets, transactions in claims on, and liabilities to, non-residents of Canada. More detailed statistics are also available on Canada's monthly transactions in portfolio securities with non-residents and on Canada's annual transactions in services with non-residents. ***Program Record Number:*** STC IFE 260

Financial Flows and the National Balance Sheet
Description: Records relate to the production of the financial flow and national balance sheet accounts. ***Topics:*** Estimates of borrowing, lending, assets and liabilities for sectors of the Canadian economy (persons, business, governments, non-residents) and their principal sub-sectors; detailed account of assets and liabilities by type of financial instrument (bonds, currency, consumer credit, bank loans and stocks). ***Program Record Number:*** STC IFE 245

International Investment Position
Description: Statistics are presented under International Assets, International Liabilities and Net International Investment Position. These data are presented according to six geographical areas with the following details: direct

investment, portfolio investment in bonds, in stocks and in money market instruments and other investments. Direct investment series are further broken down by country and by industry. Portfolio series are further broken down by issuing Canadian sections, such as federal government and provincial government. ***Program Record Number:*** STC IFE 261

Environment Statistics Program

Environmental Information System

Description: The Environmental Information System draws on a variety of records from the following Statistics Canada databases: Census of Population and Housing, Census of Agriculture, Annual Survey of Manufactures, Census of Coal Mines, Electric Power Statistics, Household Facilities and Equipment, Transportation Statistics, Morbidity and Mortality Statistics. ***Topics:*** Population and environment, impact of economic activity on the environment (contaminants, waste), state of the environment (air, water and soil quality), climate, harvesting and extraction of resources. ***Program Record Number:*** STC ESP 291

Income and Expenditure Accounts

Gross Domestic Product

Description: Records related to the production of provincial and national accounts. ***Topics:*** Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy - persons, business, government and non-residents; estimates of personal income, gross domestic product and their components, by province and territory. ***Program Record Number:*** STC NAD 235

Labour Income

Description: Data series of labour income which are on a raw and seasonally adjusted basis by month. ***Topics:*** Wages and salaries; supplementary labour income; special payments; and work stoppage effects. Breakdowns by major industry, sector and province. ***Program Record Number:*** STC LAB 078

National Accounts Data Development

Description: Records relate to research papers and consist of analysis of existing Statistics Canada data, their description, interpretation and explanation. ***Topics:*** Extension of National Accounts; concepts, definitions; inflation accounting; household work; tourism; non-market production; production boundaries; underground economy; total consumption; satellite accounts. ***Program Record Number:*** STC NAD 230

Industry Measures and Analysis Division

Industry Measures

Description: Records related to industrial output. ***Topics:*** Gross domestic product by industry; real output measures; value added; industry measures; real domestic product; index of industrial production; gross output by industry; provincial output. ***Program Record Number:*** STC IMA 240

Input-Output Division

Input-Output

Description: Records related to the development and maintenance of national and regional input-output tables (part of which are GDP by industry), structural models and correspondence with clients in reference to customer service activity. ***Topics:*** Annual data and records for current and constant price Canadian input-output tables from 1961 to 1992; data for 1984-1990 interprovincial trade flows for each province and territories; documentation for national input-output model, interprovincial input-output models, price model and net price index/tax model; correspondence with clients of customer service activity. ***Program Record Number:*** STC INO 265

Public Institutions Division

Federal Government

Description: Records relating to the federal government, its enterprises, related boards and commissions. ***Topics:*** Federal government and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries.***Access:*** Computer and non-computer files by government and enterprise. ***Program Record Number:*** STC PUI 220

Local Government

Description: Records relating to municipal governments and related boards, as well as local school boards and Government Business Enterprises. ***Topics:*** Local governments; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries; breakdowns. ***Storage Medium:*** Computer and non-computer files by province. ***Program Record Number:*** STC PUI 210

Provincial Government

Description: Records relating to provincial and territorial governments and their enterprises, boards, commissions and health and education institutions. ***Topics:*** Provincial and territorial governments, and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries. ***Storage Medium:*** Computer and non-computer files by government and enterprise. ***Program Record Number:*** STC PUI 215

Social, Institutions and Labour Statistics Field

***Description*:Social, Institutions and Labour Statistics Field Operations**
Records related to the overall functions of the field. ***Topics:*** Field policies; plans and programs; requests; public relations; census project team management; census research and methodology. ***Program Record Number:*** STC SIL 010

♦ Canadian Centre for Justice Statistics

Adult Criminal Courts
Description: Information on federal, provincial and territorial statute charges and municipal by-law infractions heard in adult criminal courts in Canada. ***Topics:*** Statistical information on types of offences, age and sex of accused, court decisions and dispositions is provided at the jurisdictional level. ***Program Record Number:*** STC CCJ 145

Corrections
Description: Information related to the delivery of custodial and non-custodial adult and youth correctional services in each of the provincial, territorial and federal jurisdictions. ***Topics:*** Caseload indicators, offender caseload and characteristics, and expenditure data for both provincial and federal correctional systems. ***Program Record Number:*** STC CCJ 125

Homicide
Description: Information related to murder, manslaughter and infanticide. ***Topics:*** Cases reported to the police showing characteristics of incidents; victims and accused; relationship between the accused and victim(s); methods used to commit the homicide. ***Program Record Number:*** STC CCJ 135

Legal Aid
Description: Information related to the delivery of legal aid in each of the provincial and territorial jurisdictions. Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan. ***Program Record Number:*** STC CCJ 160

Police Administration
Description: Information related to police personnel and expenditures in Canada. ***Topics:*** Police personnel (i.e., police officers, special constables, civilians and other police personnel) and policing expenditures (salary and other operating). ***Program Record Number:*** STC CCJ 162

Profile of Courts in Canada
Description: Information related to the operation of courts in Canada. ***Topics:*** Descriptive profiles of provincial, territorial and federal Court Services in Canada. ***Program Record Number:*** STC CCJ 130

Transition Home Survey
Description: Information on the operation of transition homes, the residents within those transition homes, annual admissions, as well as services to residents, ex-residents, and non-residents is collected from approximately 500 facilities across Canada. ***Topics:*** Type of facility, areas served, type of services provided, type of abuse suffered by the women and children, number of women and children residents, age, disabilities, police intervention, relationship to the abuser, physical repairs and improvements, and revenus and expenditures. ***Program Record Number:*** STC CCJ 164

Uniform Crime Reporting
Description: Information related to police-reported crime. ***Topics:*** Available at a national, provincial, Census Metropolitan Area and local level: all Criminal Code, other federal statute (e.g. drugs) and traffic offences, police clearance rates, persons charged by adult/youth and by male/female; available for a sample of police agencies: age and sex of victims and accused, weapons, location of crime, accused-victim relationship and other variables. ***Program Record Number:*** STC CCJ 140

Violence Against Women Survey
Description: Information collected through a national victimization survey related to the nature and extent of violence against women in Canada. ***Topics:*** Perceptions of personal safety and measures taken to reduce risk of violent victimization; sexual harassment; experiences of physical and sexual assault since the age of 16, and in the past 12 months by strangers, dates/boyfriends, husbands and common-law partners, and other known men; power/control and emotional abuse by husbands/partners; wife abuse in family of origin; the impact of the experience on women who report violence; who they turn to for help; and, involvement and satisfaction with the criminal justice system. ***Program Record Number:*** STC CCJ 163

Youth Courts
Description: Information related to those young persons who are charged with federal statute offenses and are dealt with in the youth courts of Canada. ***Topics:*** Statistical and descriptive information on types of offence, age, sex, court decisions and dispositions are provided on both the national and jurisdictional levels. ***Program Record Number:*** STC CCJ 155

Census Operations Division

Census Operations
Description: Census records are maintained in three formats: hardcopy format which is kept for five years following each census, microfilm copies of the original questionnaire and machine-readable data stored in the census micro database. The latter are used in tabulations.

Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. Individual data from microfilm copies of original questionnaires are available only to the respondent under the Privacy Act. ***Topics:*** Different types of variables can be obtained for various universes on the database. Population and Families - Demographic Characteristics: age, sex, marital status, common law; Ethno-cultural Characteristics: age at immigration, citizenship, ethnic origin (data on population can also be obtained at the family level); Language Variables: home language, mother tongue, official language, knowledge of official language; Schooling Variables: highest level of schooling, major field of study, school attendance; Labour Force: class of worker, industry, occupation, place of work; Family Size: family composition, place of work; Income: census family income, economic family income, income from each source and total income. Households - household maintainer, type of household, household size, length of occupancy, mortgage or rent, condominium, household income. Dwellings - condition of dwelling, structural type. These variables are available at various levels of geography across Canada. The information collected in the census varies somewhat from one census year to the next. ***Note:*** Individual information contained in the microfilmed records is available from 1906 to 1986 (1891 and 1901 Census are in the custody of National Archives of Canada). It can be accessed only by the person named in the record or by a legal representative authorized to administer the estate of a dependant adult or minor or a deceased person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the census micro database are available to the public. Requests for such information should be directed to the Statistical Reference Centre, Statistics Canada, Ottawa, K1A 0T6. The 1991 Census microfilming operation was not completed due to budget constraints. The original questionnaires are currently being stored by the National Archives of Canada. The 1996 Census questionnaires will be destroyed once Statistics Canada no longer requires them for its operational needs. ***Program Record Number:*** STC COP 015

National Registration File of 1940

Description: Statistics Canada maintains custody of the 1940 National Registration Records. This information resulted from a compulsory registration of all persons 16 years of age or older in the period 1940-46. ***Topics:*** Name; address; age; date of birth; conjugal status; dependents; country of birth (persons registered and parents only); year of immigration; nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. ***Note:*** Information contained in the 1940 National Registration Records is available to the person named in the record or to a legal representative authorized to administer the estate of a dependent adult or minor, or a deceased person. The method of access is described in the "Notes" under "Census Operations (STC COP 015). ***Program Record Number:*** STC COP 020

Demography Division

Demography

Description: Records relate to research carried out with respect to population estimates, projections, demographic and demolinguistics characteristics. ***Topics:*** Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; family projections; components of population growth - births, deaths, migration; demographic characteristics - age, sex, marital status, common law; demolinguistics characteristics - mother tongue, home language and knowledge of languages; current demographic analysis in Canadian population. ***Program Record Number:*** STC DEM 030

Housing, Family and Social Statistics Division

Aboriginal Peoples Survey (1991)

Description: Survey that provides a social and economic profile of Aboriginal peoples, including such information as housing conditions, health, employment history, schooling, mobility, the use of Aboriginal language(s), etc. ***Program Record Number:*** STC HFS 122

Disability Database (1986 and 1991)

Description: Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of Canadians with disabilities. ***Topics:*** Contains data on the existence, nature and severity of disability, and on the use of technical aids and services, as well as data which describe the demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities. ***Program Record Number:*** STC HFS 110

Family History Survey

Description: The Family History Survey was conducted in 1984 as a supplement to the Labour Force Survey. It provides a retrospective picture of when different events in the family life cycle occur. ***Topics:*** Marital history; common-law unions; natural, adopted and step-children; work history. ***Program Record Number:*** STC HFS 026

General Social Survey

Description: The General Social Survey is an annual household survey with two principal objectives: first, to monitor temporal changes in Canadian society and, second, to provide information on current policy issues. The first survey cycle collected data in 1985 on health

and social support. Cycle 2 collected data in 1986 on time use, social mobility and languages. Cycle 3 collected data in 1988 on personal risk and victim services. Cycle 4 collected data in 1989 on work and education. Cycle 5 collected data in 1990 on the topics of family and friends. Cycle 6 in 1991, returned to previous core content - health. Cycle 7 collected data throughout 1992 on the time use patterns of Canadians. Cycle 8 collected data throughout 1993 on personal risk (the risk of accidents and criminal victimization) and alcohol and drug use. In 1994, Cycle 9 collected data on education, work and retirement. Cycle 10 collected data in 1995 on family composition, marital and fertility histories. Cycle 11 collected data in 1996 on social support, to determine the nature of help received and provided, and the dynamic between an individual social network and help received and provided. ***Topics:*** Cycle 6: core content repeats that of cycle 1 and included such content areas as occupational and emotional health measures, job benefits, and old age and disability income; Cycle 7: core content of time use repeats that of cycle 2 and provides data on the daily activities of Canadians, unpaid work activities, cultural activities and participation in sports; Cycle 8: the first repeat of the GSS core subject of the GSS 1988 - Cycle 3. The following subjects are common to both: perceptions of crime, police and courts; crime prevention precautions; accident and crime screening sections; and, accident and crime incident reports. As well, measures of fear of crime and childhood injuries were added. Focus content for Cycle 8 covers alcohol and drug use. Cycle 9: the first repeat of the GSS core subject on Education, Work and Retirement, originally covered in Cycle 4 (1989). There are differences between the two surveys. For example, Cycle 9 focuses more on quality of life after retirement and post-retirement activities than Cycle 4. In addition, the Cycle 9 questionnaire has two new sections: social origin and work interruptions. Cycle 10: the first repeat of the GSS core subject on the family, originally covered in Cycle 5 (1990). The following subjects are common to both: marital and fertility histories, fertility intentions. In addition, Cycle 10 had questions on family origins, home learning, joint custody arrangements, values and attitudes towards certain areas of family life and work interruptions. Focus content for Cycle 10 covers environmental tobacco smoke. Cycle 11: main content related to social support provided and received for reasons of long term disability or activity limitation. Other topics include contact with family and friends, paid and unpaid work activities, health status, tobacco use. ***Program Record Number:*** STC HFS 027

Housing, Family and Social Statistics

Description: Records relate to documentation and files of projects concerned with the production phases of the census. ***Topics:*** Housing; language; ethnicity; education; religion. ***Program Record Number:*** STC HFS 025

Culture, Tourism and the Centre for Education Statistics

Cultural Activities

Description: Records relating to characteristics of professional, not for profit, performing arts companies; creative and performing artists (visual artists, writers, actors and directors, musicians, composers and conductors, dancers and choreographers); and cultural activities of Canadians. ***Topics:*** Revenue and expenditures, performances, attendance, touring, physical facilities, personnel, salaries; demographic characteristics, training, employment, income and expenses; attendance at cultural events, reading habits, use of time. ***Program Record Number:*** STC ECT 195

Cultural Industries

Description: Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books (publishers and exclusive agents), periodical publishing, records (producers and label companies), film (production, post-production, distribution, theatres and drive-ins), and radio and television (characteristics of programs available and their audiences. ***Topics:*** Number and type of products; sales by origin of product; by language of product; by country of financial control of firm; by category of product; export sales; revenue and expenditure schedule; employment statistics; balance sheet. ***Program Record Number:*** STC ECT 190

Cultural Institutions

Description: Records relating to characteristics of cultural institutions which acquire, preserve, hold and make accessible to the public, objects, buildings and land areas of educational and cultural value. The institutions under study are heritage institutions, including museums, art galleries, archives, historic sites, nature parks, aquariums, zoos, planetariums, observatories, botanical gardens, and other related institutions. ***Topics:*** Revenues, expenditures, physical facilities, opening hours, personnel, attendance; holdings, circulation. ***Program Record Number:*** STC ECT 185

Cultural Labour Force

Description: Records relating to the characteristics of people residing in Canada working in selected occupations and industries within the cultural sector. The survey targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries. Records related to the cultural labour force from the Census of Canada. The individuals working in occupations and industries identified as cultural are included. ***Topics:*** Demographic data: age, sex, marital status, place of birth, ethnic origin, language, disabilities; Work patterns (1993): occupation, industry, number of jobs, class of worker,

time worked, paid or not, absences, some historical employment information; Finances: total income, income from cultural work, funding; Education and Training: formal and informal training, training needs; Impact of technological change. The Census of Canada data provides the following variables relating to the cultural labour force: Demographic data: age, sex, marital status, place of birth, ethnic origin, language, disabilities; Labour Force data: occupations, industry, class of worker, labour force activity, work activity; Income: employment income, total income; Education: highest level of schooling, field of study. ***Program Record Number:*** STC ECT 192

Elementary and Secondary Education
Description: Records related to teaching staff, enrolments, minority and second language education; information relating to revenues and expenditures of governments and school boards. ***Topics:*** Students; teachers; facilities and transportation (1971-72); private schools; kindergartens; schools for the visually/hearing impaired; enrolments; minority language programs; education price index; financial information system for school board revenues and expenditures. ***Program Record Number:*** STC ECT 165

Government Expenditures on Culture
Description: Expenditures on culture by the federal, provincial and municipal governments. ***Topics:*** operating expenditures (including separate categories of wages and salaries and purchase of other goods and services); capital expenditures; operating capital grants, and contributions and transfers in the major cultural areas (libraries, museums, archives, parks, literary arts, performing arts, visual arts and crafts, film and video, broadcasting, sound recording, multiculturalism); as well as statistics on employment. ***Program Record Number:*** STC ECT 205

Integration, Analysis and Special Projects
Description: Undertakes analyses of education and training related issues that are not particular to a given level of formal education (elementary-secondary and post-secondary) or may require the integration of various sources of information to be appropriately addressed; undertakes studies in response to requests made of policy departments and other major user groups concerning the feasibility of conducting surveys of education phenomena which are not part of the regular program; undertakes content development for special surveys for areas of education not normally collected by the regular program. ***Topics:*** National Apprenticed Trades Survey; School Leavers Survey; School Leavers Follow-up Survey; National Graduates Survey; National Longitudinal Survey of Children and Youth; Youth in Transition Survey. ***Program Record Number:*** STC ECT 180

International Travel
Description: Records related to the activities of Canadians travelling outside the country and visitors to Canada. ***Topics:*** Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations, breakdown of spending into 5 categories; source of funding, age groups. ***Program Record Number:*** STC ECT 250

Postsecondary Education
Description: Records related to enrolments and full-time teaching staff in community colleges trade/vocational institutions, and universities; degrees or diplomas granted; tuition fees and living accommodation costs for university education; foreign student participation in Canadian education; private training providers; records relating to revenues and expenditures of governments, colleges and universities. ***Topics:*** University students; community college students; trade/vocational students; apprentices; foreign students; trade school, college and university degrees, diplomas, certificates; university tuition fees and accommodation costs; university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education; financing; estimated, budgeted, and actual expenditures for educational institutions; student aid; federal government expenditures in support of education and training. ***Program Record Number:*** STC ECT 170

Postsecondary Education Finance Database
Description: The financial information in this bank is obtained from the administrative files of Canadian universities and other Postsecondary institutions (e.g. community colleges and CEGEPs). Federal and provincial governments also provide information on expenditures on education and related activities such as student assistance, research and program administration activities. The purpose of this data bank is to provide educational institutions and business the required information to do financial and product planning, and to provide government organizations with the required financial information to initiate policies and programs designed to meet social and economic demands. ***Topics:***Annual revenues and expenditures of Postsecondary educational institutions by fund and source of revenue or item of expenditure. Also, the information includes tuition fees by faculty, expenditure on research by educational institutions and other organizations, and student assistance. ***Program Record Number:*** STC ECT 175

Training and Continuing Education
Description: Information related to adult participation in education and training; types of training being taken; employer sponsorship of employee training; contribution of private training providers to continuing education.

Topics: Enrolments, programs, courses, characteristics of persons taking training, types of training providers, employer contribution, barriers to training, training intentions, government assistance. ***Program Record Number:*** STC ECT 173

Travel, Tourism and Recreation
Description: Responsible for the coordination of the Canadian Travel Survey (CTS) as well as the analysis and dissemination of its results. The CTS is a supplement to the Labour Force Survey (LFS) and since 1996 is conducted every month of each year. ***Topics:*** Travellers socio-demographic information: sex, marital status, age, education, class of worker, industry, occupation, household size, etc. Trip information: number of trips, origin, destination, visited area, distance, duration, mode of transportation, purpose, accommodation, activities during the trip, travel expenditures, etc. ***Program Record Number:*** STC ECT 200

Health Statistics Division

Health Care
Description: Health Care provides information on health-care institutions and the use of their services. Details are available for hospital patient morbidity and mental patient morbidity, hospital and residential care facilities, surgical procedures and hospital facility utilization. Health institutions operations records contain data on beds available, patient-days during the year, patient movement (admissions/separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures by salaries and wages and income by source and balance sheet information; and, indicators of utilization, performance and cost, by type and size of hospital and related health facility, and ownership. Information on the number and rate of therapeutic abortions, selected demographic as well as medical information about women obtaining therapeutic abortions performed in hospitals in Canada. ***Program Record Number:*** STC HLT 080

Health Status and Vital Statistics
Description: Health Status covers the social and risk factors that influence health. The program provides information on vital statistics (births, deaths, marriages, divorces, life tables) as well as Cancer Incidence and Tuberculosis Incidence. ***Program Record Number:*** STC HLT 095

National Population Health Survey
Description: The National Population Health Survey results were released in the fall of 1995 in the form of a publication and two microdata files. The next collection phase of this longitudinal survey will be in 1996 and clients can now purchase increased samples and content to meet their individual needs. ***Program Record Number:*** STC HLT 081

Occupational And Environmental Health Research
Description: Occupational and Environmental Health Research provides sound statistical and policy related information in relation to occupational, lifestyle, socioeconomic and environmental factors that influence health. The section maintains the Canadian Birth Database, the Canadian Cancer Database, the Mortality Database as well as a number of other data sources used in long-term medical follow-up studies. The Statistics Act and Privacy Act of Canada protect the confidentiality of all records, and all studies involving long term medical follow-up must satisfy a prescribed review and approval process. ***Program Record Number:*** STC HLT 115

Labour and Household Surveys Branch

Labour Force Survey
Description: Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of Census Metropolitan Areas (CMA), economic regions and the provinces. Data are also available for selected non CMA urban areas based on quarterly estimates. ***Topics:*** Actual and seasonally adjusted employment and unemployment data; demographic, industrial and occupational structure of the Labour Force Survey; participation rate; multiple job holding; reasons for absence from work; wages; union rates, etc. ***Storage Medium:*** Historical estimates and Public Use Microdata are also available on CD ROM. ***Program Record Number:*** STC HLD 035

Income Statistics Division

Homeowner Repair and Renovation Survey
Description: An annual survey to provide calendar year data on the housing repair and renovation expenditures in owner-occupied households. ***Topics:*** Additions, renovations, replacements and new installations of fixtures and equipment, repairs and maintenance. ***Program Record Number:*** STC HLD 051

Household Facilities and Equipment Survey
Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. Beginning in 1998, the new annual Survey of Household Spending will collect information formerly collected by the Household Facilities and Equipment Survey. ***Topics:*** (May vary from year to year) Tenure; number of rooms and bedrooms per dwelling; size of household; cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; microwaves; washing machines; dryers; telephones; radios; television sets; VCRs; compact disc players; households with automobiles; home computers; computer modems; using the Internet from home. ***Program Record Number:*** STC HLD 050

Household Spending
Description: A dual program (Survey of Household Spending and Food Expenditure Survey) of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of households in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. Beginning with the 1997 reference year, the Survey of Household Spending (formerly the Survey of Family Expenditure) will be conducted annually. ***Topics***: Household expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the population (by household income, household size, cities, etc.). ***Program Record Number:*** STC HLD 045

Pensions
Description: Records related to the terms and conditions of registered pension plans (RPPs) and to the assets of trusteed pension funds in Canada. Also records describing the extent to which tax filers are saving for retirement through RPPs and/or RRSPs. ***Topics:*** Number of employer pension plans and members; type of plan; contribution and benefit rates; amount contributed; income, expenditures and assets of all trusteed pension funds; retirement savings by tax filers through RPPs and/or RRSPs. ***Program Record Number:*** STC HLD 065

Survey of Consumer Finances
Description: An annual survey designed to measure the distribution of income and its sources for Canadian families and individuals. The records relate to income and other indicators of economic well-being of families and individuals. ***Topics:*** Annually: average incomes for individuals and families, female/male earning ratios, effect of government transfers and income taxes on family income, rates of low income and number of persons in low income; by selected family characteristics, selected personal characteristics; occasionally: family assets, family debts, family wealth. ***Program Record Number:*** STC HLD 055

Survey of Labour and Income Dynamics
Description: A longitudinal panel study designed to provide information on the determinants of change in the economic well-being of Canadian families and individuals. Overlapping panels of 15,000 households: each panel to be retained for six years, with a new panel introduced every three years. First reference year of the survey is 1993. ***Topics:*** Annual measures of labour market activity (employment, characteristics of jobs held during the year, unemployment), educational activity and attainment, income by source; demographic characteristics, including age, sex, marital status, marital history, educational attainment; demographic events, including migration, change in household composition, family formation and dissolution. ***Program Record Number:*** STC HLD 038

Labour and Household Surveys Analysis Division

Labour and Household Surveys Analysis
Description: Records relate to documentation associated with this research and development work. ***Program Record Number:*** STC LHS 060

Labour Division

Employment and Earnings
Description: Records related to employment, earnings and hours worked from employers of all sizes. ***Topics***: Number of employees; paid hours and earnings (including and excluding overtime) by category of employee (all hourly paid, salaried and other); data are monthly and annually for Canada, the provinces and territories; by industry. ***Program Record Number:*** STC LAB 075

Employment Insurance
Description: Records related to employment insurance. ***Topics:*** Benefits paid; weeks of benefit; average weekly benefits; claims received; claims allowed; disqualifications; and beneficiaries by personal characteristics (e.g. age, sex, occupation and insurable earnings); data monthly and annually for Canada. ***Program Record Number:*** STC LAB 070

Help-Wanted Index
Description: Records related to help-wanted advertisements in 20 metropolitan area newspapers. ***Topics:*** Help-wanted indexes; data are monthly and annually for Canada, Regions, Provinces and Census Metropolitan Areas. ***Program Record Number:*** STC LAB 076

Special Surveys Division

Special Surveys
Description: Records relate to the operations of the special surveys.***Topics***: Surveys since 1978: work patterns, leisure time activities, family history, maternity leave, health promotion, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of postsecondary programs, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C., labour market activity, 1981 work history, union membership, work reduction, child care, adult education and training, literacy, drinking and driving, drugs and alcohol, work arrangements, household energy use, value of wildlife, aging and independence. Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See Overview of Special Surveys for detailed breakdowns.) ***Program Record Number:*** STC SSD 040

Employee Assistance Program
Description: Responsible for providing confidential health assistance and advice to employees, and

disseminating information on the various social agencies available to provide service to employees. ***Program Record Number:*** STC HRD 611

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Agriculture Division

Agriculture Database

Description: This database contains information obtained from the Census of Agriculture which is a statutory requirement, and from both farm and non-farm surveys. The records carry information on the socio-economic characteristics of farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts by type of farm. Information on assets, liabilities and investments is also available. From the non-farm surveys, information is available on production, inventory and sales in both the fruit and vegetable processing and the dairy processing sectors. The database also contains information from both the grain and oilseed industries. ***Class of Individuals:*** Individuals considered to be farm operators. ***Purpose:***This bank provides a base inventory of Canadian agriculture, provides input to the System of National Accounts and provides information for production, marketing and policy decisions. ***Consistent Uses:*** Statistics Canada may release name and address information to other members of the national agricultural statistical system for statistical purposes if both the legal requirements imposed by the Statistics Act under section 17 and departmental list release policy guidelines are met. ***Retention and Disposal Standards:*** Currently, records are retained for 100 years. ***Related to PR Number:*** STC AGR 445, 450 ***TBS Registration:*** 001843 ***Bank Number:*** STC PPU 030

Dissemination Division

Sales and Marketing Information System

Description: The sales and marketing information system contains billing and shipping information, as well as a description of the product and/or service purchased by the client. ***Class of Individuals:*** Individuals who have purchased catalogued publications or other products and services from Statistics Canada. ***Purpose:*** The purpose of this bank is to administer the billing system for Statistics Canada products and services. ***Consistent Uses:*** Billing and customer information is also used to provide information to improve the marketing of the Agency's products and services. ***Retention and Disposal Standards:*** General Retention and Destruction Schedule - 6 years. ***TBS Registration:*** 003318 ***Bank Number:*** STC PPU 078

Administrative Support Services Division

Personal Service Contract Bank

Description: This bank contains the contracts, in some instances an evaluation of the work performed by the contractor, records of payments and related correspondence. It may also contain the curricula vitae and social insurance numbers of all individual contractors. ***Class of Individuals:*** This information relates to all individuals who have submitted a successful bid for a contract. ***Purpose:*** The purpose of this database is to maintain a record of personal service contracts awarded. ***Retention and Disposal Standards:*** Contract files are kept for six years after completion of service. ***Related to PR Number:*** STC ADM 635 ***TBS Registration:*** 001175 ***Bank Number:*** STC PPU 105

Survey Operations Division

Referrals to Department of Justice re: Refusal to Complete Census of Population or Census of Agriculture Questionnaire

Description: The information held in this bank consists of correspondence between Statistics Canada/ Department of Justice Canada and individuals, where

they have refused to complete a Census of Population and/or Census of Agriculture questionnaire and the case has been referred to the Department of Justice Canada for prosecution. The bank also contains information that enables an assessment of each case. ***Class of Individuals:*** Individuals who have refused to complete a Census of Population and/or Census of Agriculture questionnaire and whose case has been referred to the Department of Justice Canada for prosecution. ***Purpose:*** The information in this bank is obtained in order to determine whether to pursue in a court of law those individuals who have refused to complete a Census of Population and/or Census of Agriculture questionnaire as required by the Statistics Act. ***Consistent Uses:*** The original records are provided to the Department of Justice Canada for prosecution purposes. ***Retention and Disposal Standards:*** Records are retained for 15 years. ***Related to PR Number:*** STC SOP 602 ***TBS Registration:***002097 ***Bank Number:*** STC PPU 120

♦ Data Access and Control Services Division

Inventory of Requests Made Under the Access to Information and Privacy Acts

Description: The bank contains case files which include the request forms or letters sent by individuals requesting formal access to their files or other files controlled by Statistics Canada, the replies to such requests and information relating to their processing. ***Class of Individuals:*** All individuals who have applied, under the Access to Information Act or Privacy Act , for access to information controlled by Statistics Canada. ***Purpose:*** The purpose of this bank is to maintain a record of all requests received under the Access to Information Act and Privacy Act. The information is used for processing requests only, and to prepare reports for Treasury Board and Parliament on the number of requests received. ***Retention and Disposal Standards:*** Files will be kept for two years. ***Related to PR Number:*** STC DAC 615 ***TBS Registration:*** 001176 ***Bank Number:*** STC PPU 110

♦ Canadian Centre for Justice Statistics

A One-Day Snapshot of All Inmates, On Register, in Federal and Provincial/Territorial Adult Correctional Facilities at Saturday, Midnight, October 5, 1996.

Description: This information bank is the result of a one-time census of Canada's adult correctional facilities and contains the following types of personal information: name; date of birth; inmate ID number; FPS (finger print system) number; SIN number; medicare number; gender; educational level; racial origin; marital status; citizenship; home language and employment status. A total of 37, 541 federal and provincial/territorial inmates are represented in the information bank. ***Class of Individuals:*** All inmates who were on register in federal and provincial/territorial adult correctional facilities at Saturday, midnight, October, 5, 1996. ***Purpose:*** The lack of detailed information about the Canadian correctional population was identified as a major information gap by the Justice Information Council and the Deputy Ministers responsible for Justice in Canada. The information contained in this bank will respond to this information gap. ***Consistent Uses:*** The data from this study may be used to enable correctional administrators to further examine the dynamics of inmate overcrowding problems and to help the corrections community develop new programming initiatives for offenders. ***Retention and Disposal Standards:*** 5 years (to be confirmed) ***Related to PR Number:*** STC CCJ 125 ***TBS Registration:*** 004002 ***Bank Number:*** STC PPU 028

Homicide Statistics

Description: This bank contains information obtained from police forces on characteristics of homicide incidents, characteristics of the victims and suspects, the relationship between suspects and victims, etc. ***Class of Individuals:*** Individuals who are victims of homicides and individuals who are suspected of committing a homicide. ***Purpose:*** The purpose of this bank is to provide information relating to the nature and extent of homicide in Canada; to describe the circumstances of homicide incidents, as well as the essential characteristics of people involved in them. ***Retention and Disposal Standards:*** Records are to be retained indefinitely. ***Related to PR Number:*** STC CCJ 135 ***TBS Registration:*** 001861 ***Bank Number:*** STC PPU 025

Census Operations Division

1940 National Registration Records

Description: The records provide social and economic information on individuals as well as information on their skills. ***Class of Individuals:*** All persons 16 years of age or older in the period 1940-1946 with the exception of those people who were, at the time of registration, members of the armed forces or a religious order, or confined to an institution. ***Purpose:*** The information was originally obtained under the authority of the National Resources Mobilization Act, 1940, and the War Measures Act to permit the mobilization of all of the effective resources of the nation, both human and material, for the purpose of the defence and security of Canada. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics. ***Consistent Uses:*** A program has been established called the Census Pension Searches to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no longer exist or, as in a number of cases, were never issued. Searches are also conducted to provide third parties with information on individuals who were included in the 1940 National

Registration. This information is typically requested for genealogical purposes and is made available only if proof is provided that the person about whom information is requested has been deceased for more than twenty years. A standard fee of $45.00 (+PST and $3.15 GST) is charged for each search undertaken but the fee will be refunded if the search is not successful. Requests should be sent to: Census Pension Searches Unit, Statistics Canada, Ottawa, Ontario, K1A 0T6. ***Retention and Disposal Standards:*** The records are retained indefinitely. ***Related to PR Number:*** STC COP 020 ***TBS Registration:*** 001840 ***Bank Number:*** STC PPU 010

Census of Population - Evaluation Program
Description: This bank contains information from post-censal studies to measure coverage and data quality, and to evaluate the census enumeration of unoccupied dwellings and non-response in the housing universe. ***Class of Individuals:*** Individuals selected to participate in evaluation studies. ***Purpose:*** The studies are part of the evaluation program for the Census of Population. The objective of the overcoverage study is to measure gross overcoverage by estimating duplicate and erroneous census enumerations. The purpose of the Reverse Record Check is to estimate gross undercoverage, i.e. the number and characteristics of persons and households missed by the census. The purpose of the Vacancy Check is to estimate the number of occupied private dwellings which were misclassified as vacant and to adjust the census occupied dwelling counts accordingly. ***Retention and Disposal Standards:*** Records are retained for 10-16 years, depending on the type of record. ***Related to PR Number:*** STC COP 015 ***TBS Registration:*** 003015 ***Bank Number:*** STC PPU 008

Census of Population - Questionnaires
Description: This bank contains information obtained from the censuses of population taken since 1906. The records are identified by name and contain information on the social and economic characteristics of every person in the country. The records in this bank, which are organized on a geographical basis, are microfilmed copies of the original questionnaire dating back to 1906. To retrieve a record from this data bank, the precise address at the time of the census is required. Please note that only the individual named in the record can have access to information it contains, or the legal representative of a minor, incompetent or deceased person, but only to settle the affairs of the estate of that person. ***Class of Individuals:*** All individuals in Canada at the time of the census. ***Purpose:*** The Census of Population is a national inventory of Canada's key socio-economic phenomena, conducted at prescribed intervals by statutory requirement. The data collected, when compiled into statistics, are used for a wide range of purposes including the determination of economic and social policies, planning industrial development, and estimating needs for schools, roads and many other public services. Population figures are used to determine electoral district boundaries, and to calculate per capita grants to provinces and municipalities. ***Consistent Uses:*** A program has been established called the Census Pension Searches to provide proof of age, or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued. Census questionnaires may be used to draw samples for post-censal surveys addressing issues of current social concern and studies that are part of the evaluation program for the Census of Population. ***Retention and Disposal Standards:*** Records are retained indefinitely.***Related to PR Number:*** STC COP 015 ***TBS Registration:*** 001839 ***Bank Number:*** STC PPU 005

Census of Population - Testing Program
Description: This bank contains information collected from surveys used to test Census of Population questions. The records in this bank are organized geographically, by test module and year. To retrieve a record from this bank, the precise address at the time of the test, the name of the test module and the year surveyed are required. ***Class of Individuals:*** Individuals within households selected to participate in census-testing surveys. ***Purpose:*** The surveys are part of the testing program for the Census of Population. The objectives of the test surveys are to determine whether new or revised questions proposed for the census can be easily understood and correctly answered, and to assess public reaction to these questions by testing them on a small-scale basis. ***Retention and Disposal Standards:*** The records are retained for 10 years. ***Related to PR Number:*** STC COP 015 ***TBS Registration:*** 002096 ***Bank Number:*** STC PPU 007

Census Pension Searches Program
Description: This bank contains information relating to applicants to the Census Pension Searches Program and to members of the applicant's family. Search reference information such as name, date of birth, place of birth, place of residence is provided by the applicant in order to undertake a search of historical census and 1940 National Registration Records. Results of a successful search will be furnished in the form of a certified transcript of the information found in the original records. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to provide the necessary personal information to undertake a search of historical census and 1940 National Registration Records in order to provide proof of age, or length of residence in Canada. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no

longer exist or, as in a number of cases, were never issued. ***Retention and Disposal Standards:*** Records are retained for 10 years. ***Related to PR Number:*** STC COP 015 ***TBS Registration:*** 003117 ***Bank Number:*** STC PPU 012

Housing, Family and Social Statistics Division

Aboriginal Peoples Survey

Description: The database contains information on Aboriginal peoples resulting from the 1991 Post-Censal Survey of Aboriginal Peoples, covering such topics as schooling, work, culture, language, housing, health, disability, income, mobility, etc. ***Class of Individuals:*** Persons who indicated that they identify with an Aboriginal group (North American Indian, Métis or Inuit) and/or reported being registered under the Indian Act of Canada. It includes individuals living on and off Indian reserves and settlements. ***Purpose:*** The objective of the Post-Censal Survey of Aboriginal Peoples is to provide a social and economic profile of Aboriginal peoples, including such information as housing conditions, lifestyle and social issues, health, employment history, schooling, mobility, disability, etc. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related to PR#:*** STC HFS 122 ***TBS Registration:*** 003014 ***Bank Number:*** STC PPU 116

Database on Persons With Disabilities

Description: This database contains information on persons with disabilities in Canada, including the number of persons with disabilities, the nature and severity of the disability and the barriers experienced by persons with disabilities in such areas as employment, transportation, education, community support services and housing. The information also addresses the need for, as well as the use and availability of, technical aids and services. Although the name and address of the selected respondent were collected at the time of the survey, they were not data-captured and, therefore, do not appear on the automated database. ***Class of Individuals:*** Persons with disabilities living in households and institutions in Canada, at the time of the 1986 and 1991 Census. ***Purpose:*** The purpose of this bank is to identify those Canadians who, for health-related reasons, are limited in the kind or amount of activity they can perform on a day-to-day basis, and the nature and severity of the disability and the barriers that they encounter in such areas as housing, employment, transportation, education and community support services. This information is essential, particularly to governments and private organizations, to the process of developing programs and policies to eliminate these barriers. ***Consistent Uses:*** With respect to the Canada Health and Disability Survey, five-sixths of the Labour Force Survey (LFS) sample was used to identify a sample of persons with disabilities who were subsequently interviewed. The output of the survey was linked back to the LFS to obtain labour force activity data which were not included in the questionnaire. With respect to the Health and Activity Limitation Survey, the 1986 and 1991 Censuses of Population were used to identify a sample of persons with disabilities who were subsequently interviewed. The output of this survey was linked back to the 1986 and 1991 Census of Population files to obtain demographic data which were not included in the survey questionnaire. This would ease the burden on respondents since they had already provided these data for the Census. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related to PR Number:*** STC HFS 110 ***TBS Registration:*** 001862 ***Bank Number:*** STC PPU 115

General Social Survey

Description: The General Social Survey is an annual household survey. The first survey cycle collected data in 1985 on health and social support. Cycle 2 collected data in 1986 on time use, social mobility and languages. Cycle 3 collected data in 1988 on personal risk and victim services. Cycle 4 collected data in 1989 on work and education. Cycle 5 collected data in 1990 on the topic of family and friends. Cycle 6 collected data throughout 1991 and was the first cycle to return to previous core content - health. Cycle 7 collected data throughout 1992 on the time-use patterns of Canadians, repeating that of Cycle 2. Cycle 8 repeated Cycle 3 core and collected data on the personal risk of accidents and criminal victimizations; the focus content dealt with alcohol and drug use. Cycle 9 repeated Cycle 4 core and collected data on education, work and retirement. Cycle 10 partially repeated Cycle 5 and collected data on the family; the focus content dealt with environmental tobacco smoke. Cycle 11 introduced a new core theme on social support. To locate a record, in addition to the cycle (or year) of the survey in which a respondent has participated, for cycles 1-4, the name of the respondent and the telephone number at the time of the survey are required. For subsequent cycles, the name and address of the respondent is required, as well as the cycle (or year) and telephone number at the time of the survey. ***Class of Individuals:*** Individuals selected to participate in the surveys. ***Purpose:*** The General Social Survey has two principal objectives: first, to monitor temporal changes in Canadian society and, second, to provide information on current policy issues. ***Retention and Disposal Standards:*** Records are retained indefinitely.***Related to PR Number:*** STC HFS 027 ***TBS Registration:*** 003311 ***Bank Number:*** STC PPU 027

Longitudinal Immigration Database (IMDB)

Description: This database contains information relating to the employment and income of immigrants. The information is derived from the Landed Immigration Data Description System file, the visitors Immigration Data Systems file, the Non-Immigrant Data System file, the Immigration Data System Overseas file and the Immigration Data System file from Citizenship and Immigration; the T1 and T4 files from Revenue Canada; and the Central Frame Data Base from Statistics Canada.

Data are for the years 1980 and onwards. The database will be reviewed in five years (in the year 2000) to ensure its continuing relevancy to immigration policy development. ***Class of Individuals:*** Immigrants ***Purpose:***The files are used to produce aggregate data on the economic performance and demographic characteristics of the immigration population over time. No identifiable microdata relating to immigrants or businesses are released. ***Retention and Disposal Standards:*** The records will be maintained until at least the year 2000. ***Related to PR Number:*** STC HFS 524 ***TBS Registration***: 003726 ***Bank Number:*** STC PPU 135

Culture, Tourism and the Centre for Education Statistics

Creative and Performing Artists

Description: This bank contains information relating to characteristics of individual visual artists, writers, actors, directors, performing musicians, composers, conductors, dancers and choreographers. Information dates from the late 1970's to the early 1980's. ***Class of Individuals:*** Creative and performing artists in Canada. ***Purpose:*** The surveys were conducted to provide information on the background, career orientation and economic well-being of those attempting to work professionally as creative and performing artists in Canada. ***Retention and Disposal Standards:*** The information is retained indefinitely. ***Related to PR Number:*** STC ECT 195 ***TBS Registration:*** 002098 ***Bank Number:*** STC PPU 102

Cultural Labour Force Survey

Description: This bank contains information relating to people residing in Canada working in selected occupations and industries within the cultural sector. The survey targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries. The survey was conducted in 1993. ***Class of Individuals:*** Artists, administrators, professionals and technicians working in selected areas of the cultural sector in Canada. ***Purpose:*** The survey was conducted to provide information on the education, career activities, work patterns, financial status and demographics of artists and cultural workers. Human Resources Development Canada sponsored the survey to help them in the development of training and employment programs that better meet the needs of the cultural sector in Canada. ***Retention and Disposal Standards:*** Not yet decided. ***Related to PR Number:*** STC ECT 195 ***TBS Registration:*** 003724 ***Bank Number:*** STC PPU 125

Elementary/Secondary Teacher Database

Description: This bank contains information relating to characteristics of individuals who form part of the educational staff employed full- or part-time in public elementary-secondary schools for all provinces. ***Class of Individuals:*** This information, collected annually, relates to all individuals who form part of the educational staff employed full- or part-time in public elementary/secondary schools for all provinces. ***Purpose:*** The purpose of this bank is to produce statistical information relating to full-time instructional and administrative school staff at the elementary/secondary school levels in all provinces according to gender, age, staff position, and employment status. ***Retention and Disposal Standards:*** The files are to be retained for 55 years. ***Related to PR Number:*** STC ECT 165 ***TBS Registration:*** 001853 ***Bank Number:*** STC PPU 080

National Apprenticed Trades Survey

Description: The bank contains information collected in the 1994 National Apprenticed Trades Survey relating to respondents' experience and background before the apprenticeship; the apprenticeship, the content and the certification; and the activities and work of the respondents since they left the apprenticeship. ***Class of Individuals:*** Individuals who have completed or discontinued a registered apprenticeship program. ***Purpose:*** The purpose of the National Apprenticed Trades Survey is to examine the labour market experience of completers and discontinuers of a registered apprenticeship program two years after they left the program. ***Consistent Uses:*** Statistics Canada has entered into data-sharing agreements under section 12 of the Statistics Act with Human Resources Development Canada, the Canadian Labour Force Development Board and with provincial ministries responsible for apprenticeship training. The information provided to these organizations will not contain personal identifiers and will be kept confidential and used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related to PR Number:*** STC ECT 180 ***TBS Registration:*** 003341 ***Bank Number:*** STC PPU 103

National Graduates Survey

Description: Surveys among graduates of postsecondary education programs have been carried out in 1978, 1984, 1987, 1988, 1991, 1992, 1995 and 1997. The surveys were carried out using a sample of 1976 graduates (for the 1978 survey), 1982 graduates (for the 1984 and 1987 surveys) 1986 graduates (for the 1988 and 1991 surveys), 1990 graduates (for the 1992 and 1995 surveys) and 1995 graduates (for the 1997 survey). In each case, lists of graduates from universities, colleges and trade-vocational schools were obtained. The lists contain information relating to approximately 112,000 1976 graduates (Quebec graduates excluded), 220,000 1982 graduates, 250,000 1986 graduates, 265,000 1990 graduates and 325,000 1995 graduates. The information includes the name, address, telephone number,

graduation qualification and major field of study for each graduate. Approximately 50,000 persons were selected to be interviewed for each survey, with 36,000 responding in 1984. The 1987 survey attempted to re-interview these 36,000, obtaining approximately 31,000 responses. Information collected included the extent of work experience before graduation and in the years after graduation, occupations and industries for jobs being held two years (five years in the 1987 survey) after graduation, details of further studies since graduation, and general classificatory information (e.g., age, marital status, sex, language). The 1991 survey attempted to re-interview approximately 40,500 1986 graduates who responded in 1988. They were asked about labour force status and detailed questions about their job, if any. In the 1992 study, approximately 51,000 persons were selected and response was obtained from approximately 36,000. In 1997, approximately 58,000 1995 graduates were selected for interviews (response rate is not known yet). ***Class of Individuals:*** This information relates to graduates from trade-vocational, college and university programs in calendar years 1976, 1982, 1986 and 1990. ***Purpose:*** To produce statistical information for monitoring graduates' transition from school to work and their success in finding work related to their fields of study. The information is provided to students and guidance counsellors to help choose appropriate fields of study; and to education planners to organize courses and programs of study. It is also used by analysts to develop projection models of supply and demand of manpower by occupation, seeking out imbalances in the labour market. Also included are evaluations of the extent to which graduates succeed in findings jobs related to their fields of study, and the extent to which retraining leads to career changes. ***Retention and Disposal Standards:*** Records are retained for 100 years. ***Related to PR Number:*** STC ECT 170 ***TBS Registration:*** 001858 ***Bank Number:*** STC PPU 100

National Longitudinal Survey of Children: Educational Questionnaires

Description: This Bank contains longitudinal data on the educational development of a series of age segmented cohorts of children collected in connection with the National Longitudinal Survey of Children. As such, it represents a subset of a much larger bank of longitudinal information on child development. The cohorts covered in the educational database are followed at two year intervals starting in November 1994. Each cohort will be followed until the children within the cohort reach adulthood. Data in the education file have been collected from the children's teachers and principals, and from standardized tests of achievement. Information in the database covers variables at the analytic levels of the child, the child's classroom, and the child's school. At the level of the child, variables representing the child's current grade, educational history, academic achievement, language of instruction, received instruction, attendance in special education classes, social skills, and behaviour are collected, along with information on parents' involvement in the child's education. At the level of the classroom information is available on class size and composition, classroom, material resources, instructional techniques, emphasis on academic achievement (academic press), and the teacher's perceptions of his/her teaching efficacy. At the level of the school, variables representing academic streaming, various characteristics of the student body, disciplinary problems, parental involvement with the school, available human and material resources, and the social climate of the school are available. In addition, information is available on the responding teacher's and principal's demographic and educational background. Cycle 2 of this survey was conducted from November 1996 to June 1997. ***Class of Individuals:*** Age segmented cohorts (4-5 yrs, 6-7 yrs, 8-9 yrs, 10-11 yrs) of children enrolled in junior kindergarten to grade 6. ***Purpose:*** To determine the factors which place or prevent children from becoming at risk for educational failure. The data will allow a wide variety of academic and policy oriented researchers to determine the impact that education has on a wide variety of developmental outcomes such as children's future health, social development, and educational attainment. ***Consistent Uses:*** Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada. The information provided to HRDC will not contain personal identifiers and will be kept confidential and used only for statistical purposes. Each person responding to questions will be given the right to refuse to share their data. ***Retention and Disposal Standards:*** Not yet decided. ***Related to PR Number:*** STC ECT 180 ***TBS Registration:*** 003725 ***Bank Number:*** STC PPU 130

Postsecondary Student Database

Description: The information in this bank is obtained from the administrative files of Canadian universities and other postsecondary institutions (community colleges, CEGEPs). It includes demographic data, and information relating to the individual's activities as a student, such as qualification sought, discipline of specialization, and previous educational activity. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes as well as the name of the institution and the year(s) the individual has studied at that institution. ***Class of Individuals:*** This bank contains annual information on full-time and part-time students in Canadian postsecondary institutions. ***Purpose:*** The purpose of this bank is to produce statistical information on student by province, institution, program and sex. ***Retention and Disposal Standards:*** The files are to be retained for 55 years. ***Related to PR Number:*** STC ECT 170 ***TBS Registration:*** 001855 ***Bank Number:*** STC PPU 090

Postsecondary Student Survey

Description: The survey population for the 1975 and 1984 Postsecondary Student Survey was provided by the

registrars of postsecondary institutions. It included the name, address, telephone number and registration characteristics of all students registered in a regular credit course during the fall term of 1974-75 and 1983-1984. A sample of 100,000 and 64,000 individuals was selected for the survey and a total of 60,000 and 45,000 responses were received. The survey sought information relating to the current education, other education and employment of the respondent, as well as background characteristics. It also collected information with respect to how the respondents financed their education. ***Class of Individuals:*** This information relates to all students registered for credit courses in Canadian universities and community colleges or equivalent institutions at the time of the survey. ***Purpose:*** The purpose of the Postsecondary Student Survey is to provide comprehensive data on those who attend postsecondary institutions in Canada, their fields and levels of study, and how they finance their postsecondary education. The data will provide a basis for the analysis of such issues as accessibility to postsecondary education in Canada. ***Retention and Disposal Standards:*** Records are retained for 100 years. ***Related to PR Number:*** STC ECT 170 ***TBS Registration:*** 001859 ***Bank Number:*** STC PPU 095

Postsecondary Teacher Database

Description: This bank contains information relating to the salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes, as well as the name of the institution and the year(s) the individual has taught at that institution. ***Class of Individuals:*** This bank is an annual census of all educational staff employed on a full-time basis in universities and other post secondary institutions for all provinces. ***Purpose:*** The purpose of this bank is to produce statistical information relating to the population and salaries of full-time teachers, broken down into three distinct sections: salaries, age and qualification characteristics, and social and other characteristics. ***Retention and Disposal Standards:*** The files are to be retained for 55 years. ***Related to PR Number:*** STC ECT 170 ***TBS Registration:*** 001854 ***Bank Number:*** STC PPU 085

School Leavers Survey

Description: The bank contains information collected in the 1991 School Leavers Survey, covering such topics as a socio-economic profile, respondent health, school performance, lifestyle, literacy, labour market activity. For dropouts, additional topics include reasons for leaving, intentions on returning, labour market activities before/after leaving and other types of training/education received since leaving. The same individuals have been re-interviewed four years later in the School Leavers Follow-up Survey collecting information on the school-work transition process. ***Class of Individuals:*** Individuals who at the time of the survey are 18 to 20 years old, who have completed secondary school, dropped out or are still in the educational system. ***Purpose:*** The purpose of the School Leavers Survey is to develop comparative profiles of three groups of secondary school attendees: those who have successfully completed school, those still in the education system and those who have "dropped out". The survey results will allow analysts to better understand the relationship between the leavers and their backgrounds and their subsequent labour market experiences. ***Consistent Uses:*** Statistics Canada has entered into data-sharing agreements under section 12 of the Statistics Act with Employment and Immigration Canada and with provincial ministries of education, manpower and labour. The information provided to these departments will not contain personal identifiers and will be kept confidential and used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related to PR#:*** STC ECT 165 ***TBS Registration:*** 003013 ***Bank Number:*** STC PPU 093

Survey of Doctoral Degree Recipients

Description: This survey collected information on selected socio-economic characteristics of doctoral degree recipients in Canada, their educational background and work experience, and their career expectations. The survey began in 1981 and was discontinued in 1986. ***Class of Individuals:*** Recipients of a doctoral degree from a Canadian university. ***Purpose:*** The purpose of this survey was to produce statistical information used by the granting councils to study trends in post-graduate education with respect to the utilization of their funds, the employment pattern for graduates under the programs, the socio-demographic characteristics of the graduates, and to effect a cost analysis of the programs. ***Consistent Uses:*** Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act (R.S.C. 1985, ch. S19) with organizations identified on the questionnaire. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related to PR Number:*** STC ECT 170 ***TBS Registration:*** 002436 ***Bank Number:*** STC PPU 097

Health Statistics Division

Canada Health Survey

Description: This bank contains information obtained from the Canada Health Survey, including demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses. ***Class of Individuals:*** This information relates to individuals in Canada who responded to the Canada Health Survey conducted

during 1978 and 1979 by Health and Welfare Canada and Statistics Canada. ***Purpose:*** The purpose of this bank is to produce data relating to the health of Canadians, including alcohol and tobacco use, activity and fitness, seatbelt use, immune status, health problems and disability, emotional health, blood pressure, health services and medication. The data serve as input to the planning of health care, health promotion and disease prevention by governments and others. ***Retention and Disposal Standards:*** The records will be retained for 25 years. ***Related to PR Number:*** STC HLT 115 ***TBS Registration:*** 001852 ***Bank Number:*** STC PPU 075

Canadian Cancer Registry
Description: The Canadian Cancer Registry continues the National Cancer Incidence Reporting System (1969-1991). The information in this bank is provided by the 10 provincial cancer registries and health authorities responsible for cancer registration in the Yukon and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information. ***Class of Individuals:*** This information, collected annually, relates to all individuals diagnosed as having primary cancer as reported to provincial cancer registries and territorial health authorities. ***Purpose:*** The purpose of this bank is to produce person-oriented data on the incidence of new primary sites of cancer reported to provincial and territorial cancer registries by site of tumour, age, sex and method of diagnosis. These data are to provide a large base of information for the study of variations in cancer incidence by personal characteristics and geographic region and to allow the monitoring of trends in cancer incidence over time. ***Retention and Disposal Standards:*** The files are retained indefinitely. ***Related to PR Number:*** STC HLT 095 ***TBS Registration:*** 001850 ***Bank Number:*** STC PPU 065

Canadian Renal Failure Register
Description: The information in this bank is provided by reports from hospital dialysis and transplantation centres, about all new patients starting treatment for chronic renal failure. Basic information includes the name of patient, socio-demographic characteristics of the patient, and diagnostic and treatment information. ***Class of Individuals:*** This information, collected annually from 1981 to 1986, relates to patients starting treatment for chronic renal failure. ***Purpose:*** The purpose of this bank is to access the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***Related to PR Number:*** STC HLT 095 ***TBS Registration:*** 001849 ***Bank Number:*** STC PPU 060

Canadian Vital Statistics Database
Description: This bank has information obtained from the universal systems of registration of births, marriages, deaths and stillbirths. These are originally recorded and accumulated by registrars of vital statistics in each province and territory. The information on births relates to place of birth, particulars on parents (name, birthdate, marital status of mother) and particulars of the child (surname and name). The information on stillbirths relates to particulars of the child, (place of birth, sex, weight) and particulars of parents (name, birthdate, ethnic group). The marriage component of the database contains information on the bride and bridegroom (name, marital status, birthdate), particulars of parents (name, birthdate, birthplace) and on the date and place of marriage. Information on deaths relates to name of deceased; date, place and cause of death. The information has been obtained through formal arrangements with the provinces and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to section 19(1)(c) of the Privacy Act. Any individual wishing to obtain information relating to the registration of births, marriages or deaths should contact the appropriate provincial registrar. ***Class of Individuals:*** This information, collected annually, relates to all individuals who were born in Canada or the United States and are Canadian residents; married or died in Canada; or a Canadian resident who died in the United States or in another country. ***Purpose:*** The purpose of the bank is to provide input into the production of estimates of births, marriages and deaths for Canada and the provinces. These data are also used in special studies relating to, for example, mortality, fertility and life expectancy. Vital statistics are the prime components used in intercensal population estimates. ***Consistent Uses:***The Mortality Database, which forms part of the Integrated Vital Statistics Database, is used as one of the input files in long-term medical follow-up studies. It provides information on date, place and cause of death for individuals in a particular study group (see Personal Information Bank STC PPU 076). ***Retention and Disposal Standards:*** The files are retained for 100 years. ***Related to PR#:*** STC HLT 095 ***TBS Registration:*** 001844 ***Bank Number:*** STC PPU 035

Client Request Archive Management System (CRAMS)
Description: Records in this password-protected database contain information on clients who contact the Health Statistics Division for information. Information collected includes client name, contact information, agency, type of information requested, actions taken by staff to fulfill the request, products purchased and billing information. ***Class of Individuals:*** All persons who call the Health Statistics Division for information. ***Purpose:*** Information is used to track the response to client requests; to determine information needs; and to improve the efficiency of administrative functions such as billing. ***Retention and Disposal Standards:*** 6 years ***TBS Registration:*** 003999 ***Bank Number:*** STC PPU 079

Dental Hygienists Database

Description: This bank contains socio-economic and demographic data on licensed/qualified dental hygienists. Variables include highest level of education, school years and place of graduation, type of employer, percentage of time spent in dental hygiene activities and numerically coded place of residence and employment. The files are not identified by a name but by a national registration number. The last survey was completed in 1983. ***Class of Individuals:*** This information, collected annually, (1975-1981), relates to licensed or qualified dental hygienists. ***Purpose:*** The purpose of this bank is to produce statistical data on the socio-economic and demographic characteristics of dental hygienists qualified to practise and reside in Canada, and to provide information to manpower planning groups and other users as a source of data for analysis and special studies. ***Retention and Disposal Standards:*** The files are retained for 25 years. ***Related to PR#:*** STC HLT 090 ***TBS Registration:*** 001846 ***Bank Number:*** STC PPU 045

Hospital Morbidity

Description: This data bank contains information obtained from general and allied special hospitals in Canada on patients that have separated (discharges and deaths). The files are identified by a number assigned by the hospital and contain demographic and medical information on the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient, etc. ***Class of Individuals:*** This information, collected annually, relates to patients that have been separated from general and allied special hospitals in Canada. ***Purpose:*** The purpose of this bank is to provide national hospital morbidity statistics, including number of patients separated from general and allied special hospitals, average length of stay, and causes of hospitalization. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***Related to PR#:*** STC HLT 080 ***TBS Registration:*** 001848 ***Bank Number:*** STC PPU 055

Long-Term Medical Follow-Up Study Files

Description: The Long-Term Medical Study Files are comprised of information from four sources: input study files which are often from groups outside Statistics Canada; the Canadian Cancer Data Base which is created from STC PPU 065; and the Canadian Mortality Data Base which is created from the Integrated Vital Statistics Database STC PPU 035, and the Canadian Birth Data Base which is created from the Integrated Vital Statistics Database STC PPU 035 plus provincial files. The input files contain records of individuals which have been supplied by employers, unions, health surveys or other research groups. These input files are then matched to the Canadian Cancer Data Base to determine the cause of cancer, to the Canadian Mortality Data Base to provide information on date, cause and place of death, or to the Canadian Birth Data Base to provide birth and parental details. In addition, the outcome files may be matched (e.g. infant birth and death records). The input study files may contain from several hundred to many hundreds of thousands of records depending on the size of the study group. Individual identifying information includes names, birthdate, sex birthplace and place of residence. The name of the individual's parents or spouse may also be included where this information is required to confirm the validity of a linkage. The input study file and the file containing, say, the death records to which the study file records were linked are kept separately. An identification number is present on both files which can bring corresponding records together if necessary. The files are passworded and stored in the Statistics Canada tape library. ***Class of Individuals:*** This database contains records of individuals who form part of population groups identified by employers, unions, health surveys, or other research organizations, as well as all individuals in the national files. ***Purpose:*** Health statistics, in general, are used to describe the state of health of the Canadian people and the occurrence of illnesses. In particular, these files are primarily used to provide researchers with data they need to compare the rates and causes of death and/or cancer in groups exposed to different levels or types of chemicals, diet, medical treatment, x-rays, disease, etc. This in turn gives information needed by policy makers to set appropriate levels of exposure to toxic agents in occupational, environmental and medical settings. Risk factor concerns relating to child and maternal health, including socio-economic birth and mortality differentials are being investigated. ***Retention and Disposal Standards:*** The files are generally retained for a minimum of five years. ***Related to PR Number:*** STC HLT 095 ***TBS Registration:*** 001860 ***Bank Number:*** STC PPU 076

Medicare Records

Description: This bank contains medical and demographic information from the Medical Care Insurance files of the province of Manitoba commencing with the period 1984/85. This information has been obtained through formal arrangements with the province and is to be used for statistical purposes only. Statistics Canada is unable to respond to requests for information contained in this bank pursuant to section 19(1)(c) of the Privacy Act. ***Class of Individuals:*** Persons for whom a claim has been submitted to the Medical Care Insurance plan of the province of Manitoba. ***Purpose:*** To create and examine profiles of diseases in Canada from an epidemiologic perspective. ***Consistent Uses:*** To achieve the purpose it involved linkage internal to the Hospital Morbidity files (STC PPU 055) and the Mortality files (STC PPU 035). ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related to PR Number:*** STC HLT 080 - Health Care ***TBS Registration:*** 002673 ***Bank Number:*** STC PPU 056

National Population Health Survey

Description: This bank contains longitudinal data from the National Population Health Survey which is conducted every two years, starting from 1994-95. The information includes demographic data and indicators of health status, health utilization and factors that influence health. ***Class of Individuals:*** The information relates to individuals in Canada who responded to the National Population Health Survey conducted by Statistics Canada. ***Purpose:*** The purpose of this bank is to provide information to monitor the health status of Canadians and to provide information to better understand factors that influence health. The data will be used by those in government and others interested in program planning and analysis in the areas of health care, health promotion and disease prevention. ***Consistent Uses:*** Respondents are asked for permission to link information from provincial health files with the data collected in the survey, and when permission is granted, they are asked to provide their health number. Permission was sought to share information collected in the survey with the provinces and Health Canada, in accordance with the provisions of section 12 of the Statistics Act. ***Retention and Disposal Standards:*** The records will be retained indefinitely. ***TBS Registration:*** 003305 ***Bank Number:*** STC PPU 077

Registered Nurses Database

Description: This bank contains socio-economic and demographic data obtained from provincial nurses' associations on registered nurses licensed to practise in Canada. The information includes basic and post-basic nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number. ***Class of Individuals:*** This information, collected annually, relates to registered nurses licensed to practise in Canada. ***Purpose:*** The purpose of this bank is to produce data on nursing manpower. These data, along with data relating to other health occupations, provide a source of national health manpower data used by planning groups and other users for analysis and special studies. ***Retention and Disposal Standards:*** The files are retained for 25 years. ***Related to PR Number:*** STC HLT 090 ***TBS Registration:***001847 ***Bank Number:*** STC PPU 050

Tuberculosis Database

Description: This database, provided by provincial and territorial offices of tuberculosis control, contains information on people with tuberculosis. The information includes socio-demographic variables such as age, sex, aboriginal status and birthplace, and medical data such as type of tuberculosis, bacillary status and previous vaccination. In 1990 new variables were added including method of detecting the cases, antibiotic resistance, chest x-ray results and, for deceased persons, cause of death. ***Class of Individuals:*** Since 1966 the information relates to people with new active and reactivated tuberculosis. Prior to 1966 (since 1937) the information related to people admitted to tuberculosis sanatoria. The last year of data held by Statistics Canada is 1994. Health Canada became responsible for this database starting with the 1995 data year. ***Purpose:*** This database contains information used for purposes of tuberculosis surveillance and control. ***Retention and Disposal Standards:*** The files are retained for 100 years. ***Related to PR Number:*** STC HLT 095 ***TBS Registration:*** 001851 ***Bank Number:*** STC PPU 070

♦ Labour and Household Surveys Branch

Labour Force Survey

Description: The Labour Force Survey is a monthly survey conducted on a sample basis of approximately 52,000 households. The records are identified by name and carry information on the family composition, activities and characteristics of individuals in the labour force survey sample. Data content includes the demographic profile of the respondent, employment profile, such as name of employer, hours of work, and tenure. For those without work, information is available on work history, job search activities, and type of work sought. Data are also available on the educational pursuits of the respondent. The data are maintained in such a way as to permit the production of statistics at the level of Census Metropolitan Areas (CMA), economic regions and the provinces, and for selected non-CMA urban areas based on 3 month averages. Information relating to an individual cannot be retrieved based on name alone. The requester must provide the month(s) and year surveyed and the precise address at the time of the survey. There are also a number of special surveys that are conducted as supplements to the Labour Force Survey covering a variety of topics including work patterns, leisure time activities, absence from work, travel to work, income, etc. To retrieve a record, the requester must provide the subject of the special survey, the year the survey was conducted, and the precise address at the time of the survey. ***Class of Individuals:*** Individuals who are employed, unemployed or not in the labour force. ***Purpose:*** The main purpose of the bank is to produce employment and unemployment figures. The data also enable a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population age 15 and over in general. ***Retention and Disposal Standards:*** The records are retained for 50 years. ***Related to PR Number:*** STC HLD 035 ***TBS Registration:*** 001841 ***Bank Number:*** STC PPU 015

Income Statistics Division

Survey of Labour and Income Dynamics (SLID)

Description: The Survey of Labour and Income Dynamics is a longitudinal panel study that will provide data on the demographic, income, family and labour market characteristics of Canadians. The first annual labour component of the survey was conducted in

January 1994 and the first income survey was conducted in April 1994. Respondents will subsequently be contacted twice each year, for a period of five years. New panels are to be introduced into the study every three years. ***Class of Individuals:*** Individuals aged 15 and over. ***Purpose:*** The purpose of this bank is to provide data about the way people's lives are affected by changes in jobs, in income, in place of residence, and other changes that influence the social and economic well-being of individuals and families. SLID will support research aimed at advancing an understanding of labour market behaviour and economic well-being, and ultimately support policy development. ***Consistent Uses:*** As a longitudinal survey, SLID will follow respondents over a 6-year period. Records for the same respondent, therefore, will be linked together over that period in order to identify changes experienced. ***Retention and Disposal Standards:*** Records will be retained indefinitely. ***Related to PR Number:*** STC HLD 038 ***TBS Registration:*** 003301 ***Bank Number:*** STC PPU 017

Survey of Financial Security

Description: The Survey of Financial Security collects information from a sample of Canadian households on their income, education, employment, assets and debts. Information was collected, using a paper questionnaire, in May and June 1999. At the moment plans to repeat the survey have not been finalized; it is possible the survey will be done on a three or four year cycle and could potentially include a longitudinal component. ***Class of Individuals:*** Individuals aged 15 and over. Purpose: The purpose of this bank is to provide data about the financial well-being of Canadians. Information on income alone provides only one part of this picture; data on a family's net worth is essential to fully understand the ability of Canadians to purchase the goods and services they require. ***Retention and Disposal Standards:*** Paper questionnaire will be destroyed when the information is fully processed, about one year after collection. Electronic identifying information is stored separately from the rest of the data that are collected. There are no plans at this time to delete electronically stored identifying information; this decision can be made when it is know whether the survey will be longitudinal. ***Related to PR#:*** STC HLD 047 ***TBS Registration:*** 004252 ***Bank Number:*** STC PPU 151

Labour Division

Workplace and Employee Survey

Description:To provide an integrated view of the activities of employers and their employees. The pilot survey collected information from 750 employers and about 2,000 employees in selected regions and industries covering a wide range of workplace issues. The annual production survey, with a March reference month, will collect information from about 6,000 employers and about 25,000 employees. The employer questionnaire covers workforce characteristics, hiring and separation, compensation practices, human resource practices, training, technology use, business strategy, innovation and use of government programs. The employee questionnaire covers job activities, promotions, hours, earnings, training, use of computers and other technologies, education and family characteristics. The individuals' names and related contact information are stored on the data base for a period of two years after completion of the survey. ***Class of Individuals:*** Paid workers who receive a T4 from their current employer. ***Purpose:*** The survey supports research and policy development with respect to labour adjustment programs, workplace practices, social programs and education. ***Retention and Disposal Standards:*** 2 years ***TBS Registration:*** 003899 ***Bank Number:*** STC PPU 140

Special Surveys Division

National Longitudinal Survey of Children and Youth

Description: The National Longitudinal Survey of Children and Youth collects data on a sample of children across Canada every two years. The survey was initiated in November/December 1994 and February/March 1995. Information on over 23,000 children was collected during this first collection. Up to two children in each household were chosen from this initial sample to participate in the longitudinal portion of the survey, expected to cover a 20-year period. Subsequent cycles may add to the longitudinal burden of each household. Interviews were conducted with the most knowledgeable person in the household about these children, usually their mother. Children who were 10 and 11 years of age in this first collection were asked to complete a questionnaire themselves. Information was also be collected from the child's teacher and principal, with the consent of the parent.***Class of Individuals:*** Children aged 0-11in 1994/95 ***Purpose:*** The primary objectives of the survey are to determine the prevalence of various biological, social and economic characteristics and risk factors in Canadian children and youth; to monitor the impact of such factors, life events and protective factors on these children's development; and to provide this information to policy and program officers for use in developing effective policies and strategies to help children to live healthy, active and rewarding lives. ***Consistent Uses***: Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada. The information provided to HRDC does not contain personal identifiers and will be kept confidential and used only for statistical purposes. Each person responding to questions was given the right to refuse to share their information. ***Retention and Disposal Standards:*** Records are retained indefinitely ***Related to PR Number:*** STC SSD 040 ***TBS Registration:*** 003635 ***Bank Number:*** STC PPU 014

Self-Sufficiency Project

Description: This bank contains information on the selected recipients' marital status, labour market participation, education and training, child care requirements, and family and parenting concerns. Four

interviews are planned, one at program intake, and three follow-up interviews at 18 months, 36 months and 54 months after program intake. At the time of the 36 month survey, up to two children between the ages of 4 and 18 were selected in each household. Depending on the age of the child, they were asked to complete a vocabulary test, a math test or a literacy skill assessment. Children between the ages of 10 and 18 were also asked to answer a self-complete questionnaire.***Class of Individuals:*** Income Assistance Recipients in New Brunswick and British Columbia. ***Purpose:*** The Self-Sufficiency Project is a research demonstration designed to test the effectiveness of an earnings supplement to Income Assistance recipients who take jobs and agree to leave public assistance. Statistics Canada is responsible for developing and implementing a data collection strategy and building the analysis files for the study. ***Consistent Uses:*** Respondents will be asked to sign a consent form to allow Statistics Canada to link a variety of data sources including administrative files held by Revenue Canada, Taxation and Employment Insurance and the provincial income assistance ministries. Respondents will be asked for authorization to share this information with the research firm administering the project and affiliated researchers. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related to PR Number:*** STC HLD 040 ***TBS Registration:*** 003214 ***Bank Number:*** STC PPU 026

Special Surveys
Description: This bank contains social and demographic data obtained from special ad hoc surveys, conducted by the Special Surveys Division, which do not form part of the regular survey-taking activity of the Agency. They cover a variety of socio-economic topics, including health, housing, labour market, education and literacy, as well as demographic data. The information may include name, social insurance number, addresses or telephone number.***Class of Individuals:*** Individuals selected to participate in the special surveys. ***Purpose:*** The data are used by sponsoring agencies or Statistics Canada to either evaluate or benchmark existing socio-economic programs, or in the development of such programs. The data collected may be one-time ad hoc measures, or a series of point-in-time measures, including longitudinal.***Retention and Disposal Standards:*** The paper records are retained for five years. The machine-readable records are retained indefinitely. ***Related to PR Number:*** STC HLD 040 ***TBS Registration:*** 002189 ***Bank Number:*** STC PPU 016

Client Information Warehouse
Description: The Client Information Warehouse contains tombstorne client information – name, address, phone, fax and e-mail addresses and what they have purchased. This information is derived from the Corporate Sales and Support System. This data is enhanced with SIC codes, number of employees for firms, and corporate revenues which comes from outside database sources such as Dun and Bradstreet. Furthermore, Marketing Division adds data, linked to the client records, form client feedback and client surveys which indicates their demographics, statistical information usage and needs. Future data holdings will include potential clients who have identified that they wish to be communicated with. This information will come from a variety of sources including the Internet. ***Class of Individuals:*** Individuals who have purchased products and services form Statistics Canada and individuals who have identified a potential interest in purchasing Statistics Canada's products and services. ***Purpose:*** The purpose of this bank is to provide marketing intelligence for marketing planning, communications and tracking and measuring our marketplace and success of our marketing programs. Answering client/market information queries from which marketing strategies, plans, and marketing communication will be developed. ***Retention and Disposal Standards:*** General Retention and Destruction Schedule – 6 years. ***Related to PR#:*** STC MAR 572 ***TBS Registration:*** 004253 ***Bank Number:*** STC PPU 152

Classes of Personal Information

Administrative Files Obtained from Federal Government Departments for Statistical Purposes
The Statistics Act, under which Statistics Canada operates, gives to the Agency the authority to access records maintained in any federal department or municipal office, corporation, business or organization where the information sought relates to the mandate of this Agency. Accordingly, Statistics Canada has entered into a number of arrangements with other federal government departments to access administrative files of those departments for the purpose of extracting data for statistical purposes. This has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Since the use made by Statistics Canada of this information is secondary to the original purpose for which it was gathered, requests for access to personal information from these files should be addressed to the department responsible for the original collection of the data. Any requests received by Statistics Canada, either for a copy of an individual record or for corrections to a record, will be referred to the originating department for response.

The following is a list of the files obtained from each department. Statistics Canada may receive the entire file or only part thereof, depending on its requirements.

Department of Human Resources Development:
HRDC PPU 005 Registration for Employment
HRDC PPU 054 Trainee Documentation Form for Job

Entry File
HRDC PPU 061 Trainee Documentation for the Skill Shortages Program
HRDC PPU 066 Job Development Program
HRDC PPU 116 Old Age Security, Guaranteed Income Supplement and Spouse's Allowance
HRDC PPU 140 Canada Pension Plan - Retirement, Disability, Survivors and Death Benefits
HRDC PPU 146 Canada Pension Plan - Record of Earnings
HRDC PPU 150 Employment Insurance Claim File
HRDC PPU 180 Benefit and Overpayment Master File
HRDC PPU 210 Report on Hirings
HRDC PPU 385 Record of Employment
HRDC PPU 390 Social Insurance Number Registration

Department of Citizenship and Immigration:
EIC PPU 015 Overseas Immigration Case File
EIC PPU 225 Immigrant Case File
EIC PPU 230 Permanent Resident Data System
EIC PPU 285 Visitor Case File

Department of Justice:
JUS PPU 005 Central Registry of Divorce Proceedings

Department of Revenue Canada:
RCT PPU 005 Individual Income Tax Return
RCT PPU 040 Taxation Taxpayer Master File
RCT PPU 043 Traveller Declaration Cards

Business Statistics

The business database contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys, and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts. As some of the businesses surveyed are unincorporated, there is personal information in this database relating to owners of unincorporated businesses who can be identified by a social insurance number. The business data bank may contain personal information in respect of unincorporated businesses in the forestry, mining, energy and resource and manufacturing sectors; in retail and wholesale trade; in rail, road and water transportation industries; in services, communications and tourism industries; relating to general and trade contractors; and to importers and exporters.

Consumer Finances Survey

This is an annual survey of households, conducted on a sample basis, designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. The records carry information on wages and salaries and other income, selected family and personal characteristics. To retrieve a record from this class of personal information, the requester must provide the year he/she was surveyed and the precise address at the time of the survey. For those years when the survey is carried out in conjunction with the Labour Force Survey, it may be possible to locate records relating to an individual. However, for those years when it is conducted independent of the Labour Force Survey, after the processing cycle is complete and the questionnaires are destroyed (usually after one year), it would be necessary to provide certain personal characteristics such as age and sex to permit the identification of an individual in a household group.

Household Surveys

The Household Surveys Division is responsible for a number of household surveys including surveys on family expenditures, household facilities and equipment, and incomes of Canadian families and individuals. In some cases, the name of an individual respondent is collected. In other cases, the respondent may be a household unit. In all cases, however, the information is maintained geographically and is not intended to be retrieved by name or other personal identifier.

Routine Correspondence and Other Subject Files

In the course of conducting the programs and activities of Statistics Canada, categories of personal information may be accumulated which are not contained in specific information banks described in this entry. Such information includes inquiries, complaints and general correspondence which are stored as part of the general subject files and are not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication. The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Survey of Household Spending

Collects information, obtained by a sample survey of households, on expenditures by families and single persons living in private households, covering their complete budgets. A primary use of the information is for reviewing and updating the weights for the Consumer Price Index. As with the other classes of personal information maintained by the agency, this information is not intended to be retrieved by name or other personal identifier.

Manuals

The manuals used by Statistics Canada in carrying out its policies, programs and activities are instruction manuals developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject.

In addition, working manuals produced by Statistics Canada are listed in the Current Publications Index and are available for purchase through Publications Sales, Ottawa, Ontario K1A 0T6, or through any of the Statistics Canada regional reference centres listed under "Reading Room". These manuals are also available for public reference. They are:

- Canadian Export Classification: based on the Harmonized System (12-578)
- Canadian Standard Industrial Classification for Companies and Enterprises (12-570)
- CANSIM: Mini Base Series Directory (12-569)
- Changes to Municipal Boundaries, Status and Names (12-201)
- Development and Design of Survey Questionnaires (12-519)
- Guide to Sub-provincial Data - Excluding Census Data (12-566)
- Inventory of Statistics Canada Questionnaires on Microfiche (12-205)
- Standard Geographical Classification, Vol. I, The Classification (12-571), Vol. II, Reference Maps (12-572), Vol. III, Changes, 1981-1986 (12-573)
- Standard Industrial Classification Manual(12-501)
- Standard Occupational Classification 1980 (12-565)
- Survey Methodology (12-001)
- Survey Sampling: A Non-Mathematical Guide (12-602)
- Word Division in French (12-601)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Statistics Canada and its various programs and functions may be directed to:

Head Office

Communications Division
Communications Planning and Public Relations
Statistics Canada
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

(613) 951-1121

Reading Room

Statistics Canada's library has been designated under the Access to Information Act as a public reading room. The address is:

2nd Floor
R.H. Coats Building
Tunney`s Pasture
Ottawa, Ontario

In the regions, reference centres manned by advisory service personnel have been designated. Their addresses are:

Atlantic Region

Advisory Services
Statistics Canada
1741 Brunswick Street
2nd Floor, Box 11
Halifax, Nova Scotia
B3J 3X8

(902) 426-5331

National Capital Region

Statistical Reference Centre (NCR)
Statistics Canada
R.H. Coats Building Lobby
Holland Avenue
Ottawa, Ontario
K1A OT6

(613) 951-8116

Ontario Region

Advisory Services
Statistics Canada
Arthur Meighen Building, 10th Floor
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M4

(416) 973-6586

Pacific Region

Advisory Services
Statistics Canada
Library Square Tower
#600 - 300 West Georgia Street
Vancouver, British Columbia
V6B 6C7

(604) 666-3691

Prairie Region

Advisory Services
Statistics Canada
Discovery Place, Room 201
3553-31 Street N.W.
Calgary, Alberta
T2L 2K7

(403) 292-6717

Advisory Services
Statistics Canada
VIA Rail Building, Suite 200
123 Main Street

Winnipeg, Manitoba
R3C 4V9

(204) 983-4020

Advisory Services
Statistics Canada
Park Plaza, Suite 440
2365 Albert Street
Regina, Saskatchewan
S4P 4K1

(306) 780-5405

Advisory Services
Statistics Canada
Park Square, 9th Floor
10001 Bellamy Hill
Edmonton, Alberta
T5J 3B6

(403) 495-3027

Quebec Region

Advisory Services
Statistics Canada
200 René Lévesque Boulevard West
Guy Favreau Complex
4th Floor, East Tower
Montreal, Quebec
H2Z 1X4

(514) 283-5725

Toll-Free Numbers

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialling area of any of the reference centres. The national toll-free enquiries number, 1-800-263-1136, will give you access to the regional reference centre serving your area.

The national TDD line is 1-800-363-7629.

Status of Women Canada
Chapter 128

General Information

Background
In 1971, the federal government created the Office of the Coordinator, Status of Women within the Privy Council Office. In 1976, the Office of the Coordinator, Status of Women was removed from the Privy Council Office. It was named a department under Order-in-Council P.C. 1976-779 and became known as Status of Women Canada.

Responsibilities
Status of Women Canada ensures that the federal government carries out its commitment to women's equality in all spheres of Canadian life.

Legislation
- Order in Council, P.C. 1976-779

Organization

♦ Communications and Consultations Directorate
Within its communications function Status of Women Canada informs women's organizations and the general public of federal priorities and programs relating to the status of women. The Communications and Consultations Directorate is the focal point for external communications and for consultations advice and planning. It undertakes the preparation of speeches and conducts media relations. It also carries out media analysis, responds to queries from the public, produces publications and provides advice and promotional materials for special events. It is developing a consultations function to provide internal planning and advice to Status of Women Canada

♦ Executive and Information Services Directorate
This Directorate is responsible for planning and reporting, coordination services and support to the Co-ordinator and the Secretary of State including liaison and correspondence services. It also provides library services, records management, translation and distribution services.

♦ Gender-based Analysis Directorate
The Directorate encourages and assists other federal departments and agencies to set up their own processes to ensure that gender-based analysis is incorporated into all of their policy and program development activities.

♦ Policy Analysis and External Relations Directorate
The Policy Analysis and External Relations Directorate reviews and conducts gender analysis of existing and proposed federal government policies, legislation, programs and initiatives. It develops recommendations and strategies and works in cooperation with other federal departments to promote gender equality. It undertakes developmental activities to address policy gaps on issues of concern to women. It also collaborates with provincial and territorial governments, international organizations and other governments on policy-related activities.

♦ Research Directorate
This Directorate is responsible for implementing and administering the Policy Research Fund, which contracts out longer-term, forward-thinking policy research as well as shorter-term urgent issues research on women's equality issues. This Directorate also provides research-related input into policy analysis and development related to gender equality, provides information to women's groups, researchers and other constituents on ongoing and recent research, and co-operates with government departments and domestic and international research organizations on policy research initiatives and projects.

♦ Resource Management Directorate
This Directorate is responsible for ensuring statutory accountability and delivering services to the organization in the areas of financial and human resources management, material management and contract administration. It also provides services in the area of information technology, security and telecommunications.

♦ Women's Program and Regional Operations Directorate
The mandate of the Women's Program and Regional Operations Directorate is to support actively women's organizations and other partners seeking to advance equality for women by addressing women's economic, social, political and legal situation to: promote policies and programs within key institutions that take account gender implications, the diversity of women's perspectives and enable women to take part in decision-making processes; facilitate the involvement of women's organizations in the public policy process; increase public understanding in order to encourage action on women's equality issues; enhance the effectiveness of action undertaken by women's organizations to improve the situation of women.

Information Holdings

Program Records

Acts and Legislation
Description: Contains information on legislative measures to amend or revise individual acts. ***Topics:*** Charter of Rights and Freedoms; Employment Insurance Act; various pension acts; Criminal Code; Canadian Human Rights Act; Divorce Act; Immigration Act; Indian Act; Child Care Act; Youth Criminal Justice Act. ***Program Record Number:*** SWC SWC 050

Committees
Description: Contains material relating to the establishment of or participation in committees and working groups; interdepartmental and intergovernmental committees. ***Topics:*** Sexual harassment; children and youth; family violence; human rights; victims of crime; women and aging; family benefits; reproductive health; education; counselling; aboriginal women and economic development. ***Program Record Number:*** SWC SWC 005

Conferences
Description: Contains material on functions; agendas; minutes; reports and participation in conferences by Status of Women Canada. ***Topics:*** Human Rights; Federal/Provincial/Territorial meetings of Ministers Responsible for the Status of Women. ***Program Record Number:*** SWC SWC 010

Federal Agencies
Description: Contains material on co-operation and liaison activities with federal government agencies, boards, commissions, corporations and councils. ***Topics:*** Monitors program activities relating to women's issues; appointments of women; funding priorities. ***Program Record Number:*** SWC SWC 025

Federal Government Departments
Description: Correspondence between departments to ensure program objectives which promote women are met. ***Topics:*** Employment programs; employment services; maternity benefits; affirmative action; children and youth; family violence; health promotion; Canada Assistance Plan; female offenders; rural women; voluntary sector; gender equality. ***Program Record Number:*** SWC SWC 030

Federal/Provincial Relations
Description: Contains material relating to co-operative and liaison activities with federal, provincial and territorial departments and responsibility centres with respect to their various programs and policies to promote equality between women and men. ***Program Record Number:*** SWC SWC 035

Foreign Countries
Description: Contains information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world. ***Program Record Number:*** SWC SWC 040

International Organizations
Description: Contains information on the advancement of women throughout the world and material on related programs to promote equality of women including UN, OECD, Commonwealth, Inter-American Commission for Women, APEC.. ***Topics:*** UN Conventions and Declarations; International Conferences; UN Human Rights; World Program of Action; Employment of Women in Agencies; World Conferences on women's issues. ***Program Record Number:*** SWC SWC 045

National, Provincial, International and Non-governmental Organizations
Description: Contains material relating to activities of national, provincial and international interest as it pertains to women's issues. ***Program Record Number:*** SWC SWC 020

Status of Women – General
Description: Contains material relating to the establishment of Status of Women, its functions, policies and procedures. ***Program Record Number:*** SWC SWC 015

Women and the Family, Children and Day Care
Description: Contains material of a general nature concerning women in the family; women as single parents; family violence, violence against women, reproductive technologies also includes information on child care and rights of children. ***Program Record Number:*** SWC SWC 055

Women in Public Life
Description: Contains material on women in public life; women in research; women in the economy; women in arts and culture; women in politics; and women in professions. ***Topics:*** Alcoholism and drug abuse; Constitution; disabled women; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; immigrant and visible minorities; native women; women in the labour force; pay equity; senior women; sexual harassment; technological change and pensions. ***Program Record Number:*** SWC SWC 060

Women's Program
Description: Information concerning the promotion of women and financial assistance to voluntary associations working to improve the status of women in Canada. ***Topics:*** Women's Program – general; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment – affirmative action; non-

government women's organizations, associations, centres and groups; regional grants, regional offices; reports and studies; Status of Women – general, plan of action, other government departments, municipalities and agencies, action research. ***Program Record Number:***
SWC SWC 100

Classes of Personal Information

In the course of conducting its activities, Status of Women Canada accumulates categories of personal information which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information may have been accumulated in the process of handling such complaints and enquiries as are made to the Secretary of State and the Department. Due to the special nature of the Department's activities, these personal complaints and enquiries are usually forwarded to the appropriate department for individual assistance. The Department handles policy and program issues, but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint, and the date and name of complainant. All issues dealing with federal government legislation, policies and programs as they impact on women are included. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Status of Women Canada and its functions may be directed to:

Communications and Consultations Directorate
Status of Women Canada
360 Albert Street, Suite 700
Ottawa, Ontario
K1A 1C3

(613) 995-7839

Reading Room

In accordance with the Access to Information Act, the library has been designated as a public reading room. The address is:

350 Albert Street,
5th Floor
Ottawa, Ontario

St. John's Port Authority
Chapter 129

The St. John's Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

Thunder Bay Port Authority
Chapter 130

General Information

Background
The Thunder Bay Port Authority, formerly the Thunder Bay Harbour Commission and the Lakehead Harbour Commission is the organization responsible for the federal interests at the Port of Thunder Bay. The Port Authority is responsible to Parliament through the Minister of Transport. The Port Authority as an entity was created by the Canada Marine Act of 1997 and officially received its Letters Patent July 1, 1999.

Responsibilities
The capacities, powers and responsibilities of the Thunder Bay Port Authority are contained in Bill C-9, 1st Session 36th Parliament Section 4, Sections 23 through 27 and 28 through 33.

Legislation
- Bill C-9 1st Session, 36th Parliament:

Organization
The Act C-9 at Sections 14 through 22 describes the corporate governance structure. The Act provides that a Chief Executive Officer must be in place and such other officials as may be required by the Directors may be retained. The organization currently has a Finance Department, Engineering & Operations Department and a Marketing Department. Managers total three persons - total staff including outside maintenance and security personnel total eleven persons.

Information Holdings

Program Records

General Holdings
Description: Library, forecasts, projections and commercial information relevant or potentially relevant to Port activity, employee information. ***Program Record Number:*** TBPA

Corporate Plans
Description: Budgets and Port manuals

Engineering Services
Description: Plans, drawings, maintenance programs, quotations

Harbour Master
Description: Permits, by-laws, marine operations

Marketing
Description: Projections, market research, analysis of competitive

options and various studies relative to commodity andcargo movements.

Tariffs
Description: Various Port tariffs as established by Orders In Council.

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting
Acts and Legislation
Administration and Management Services
Audits
Budgets
Buildings
Buildings and Properties
Classification of Positions
Employment and Staffing
Finance
Human Resources
Lands
Occupational Health, Safety and Welfare
Official Languages
Pensions and Insurance
Personnel
Salaries and Wages
Staff Relations
Training and Development
Utilities

Personnel Information Banks

Property Services
Description: This bank contains information on tenants of Port Authority properties. ***Class of Individuals:*** General Public. ***Purpose:*** This bank is to document property transactions between he Port Authority and the public. Consistent uses: The use of this bank is

documentation of decision process in property matters.
Retention and Disposal Standards: Information in this bank is retained as long as the Port Authority and the individuals involved are involved in a business relationship.
TBS Registration: 004406 ***Bank Number:*** TBPA PPU 005

Manuals

- Operating by-law
- Port Emergency Plan

Additional Information

Requests for further information on the Thunder Bay Port Authority can be directed to:

Corporate Secretary
Thunder Bay Port Authority
100 Main Street
Thunder Bay, Ontario P7B 6R9

Tel.: (807) 345-6400

Fax: (807) 345-9058

Toronto Port Authority
Chapter 131

General Information

Background
The Toronto Port Authority (TPA) was established on the 8th of June 1999, under the authority of the Canada Marine Act, which received Royal Assent on the 11th of June 1998. The TPA continues The Toronto Harbour Commissioners, which was constituted as a corporation under the Toronto Harbour Commissioners Act, 1911, as amended.

Responsibilities
The Toronto Port Authority's main purpose and function is to operate the Port of Toronto. The TPA also operates the Toronto City Centre Airport and the Outer Harbour Marina. Activities and powers of the TPA include:

- development, application, enforcement and amendment of rules, orders, bylaws, practices or procedures relating to the use, occupancy or operation of the port
- administration of fees or charges as authorized by the Canada Marine Act
- management, leasing or licensing of the federal real property as described in the TPA's letters patent
- construction, establishment, repair, maintenance, operation, removal, or demolition of port-related infrastructure
- provision of services to port users, such as: environmental assessment, dredging and dredgeate disposal, navigational aids, stevedoring services, emergency planning and response, multi-modal facilities and services, salvage and seizure, warehousing and security services

Legislation
- Canada Marine Act, R.S.C. 1998, c.10
- Canada Port Authorities Environmental Assessment Regulations, P.C.1999-1324, 28 July 1999
- Canada Port Authorities Management Regulations, P.C. 1999-246, 18 February 1999
- Canada Shipping Act, R.S.C. 1985, c. S-9
- Canadian Aviation Regulations, P.C. 1996-1399, 10 September 1996
- Navigable Waters Protection Act

Organization
The Toronto Port Authority is managed by a seven member board of directors, appointed as follows: the Governor in Council appoints one director as nominated by the Minister of Transport; the City of Toronto appoints one director, the Province of Ontario appoints one director; the remaining directors are appointed by the Governor in Council as nominated by the Minister in consultation with port users. The board of directors appoints a chief executive officer, who is not a member of the board.

Corporate
The head office of the Toronto Port Authority is located in its historic waterfront Administration Building. The CEO/General Manager is responsible for managing the TPA, developing strategic directions for business development and for providing leadership to staff. The General Manager's office is also responsible for the development and implementation of organization-wide policies and procedures. Corporate and administration support functions include: finance and accounting, risk management, information technology, office services, human resources, legal services and records and archives.

Port Operations
Three business units report to the Director of Port Operations:

1. Port of Toronto
The harbourmaster is responsible for the management of the movement, navigation, and berthing of vessels using the port and harbour, to ensure safety and compliance with by-laws and regulations. He monitors navigable channels and navigational aids to comply with standards of the St. Lawrence Seaway. He also administers the power vessel operators license examination program, reviews and provides approvals for various aquatic activities and engages in public relations activities with shipping companies and the boating community.

The TPA also operates marine terminal, warehouse and intermodal services. Terminal operations staff supervise longshoremen, work together with stevedoring groups, and supply and maintain cargo-handling equipment. They provide customer service and market the port of Toronto by communicating with customers, attending trade shows and preparing competitive quotations.

2. Works Department
This unit is responsible for providing a wide variety of engineering, maintenance and customer services. These include: maintenance of navigational aids, construction equipment, vessels, cranes and vehicles; special cargo handling using the heavy lift crane and the mobile container crane; marine services such as electric power and fresh water for ships, ship safety inspections, and dry

dock and ice-breaking services; dredging and harbour cleaning; lakefilling and shoreline protection including the management of the Leslie Street Endikement Project; port security and emergency response; maintenance of all TPA facilities including HVAC, plumbing and electrical services, grounds and pavement maintenance and dockwall repairs and surveys; and special maintenance duties including bridges, docks, ferry ramps, dockwalls, airport runways and topographic and hydrographic surveys.

3. Outer Harbour Marina

Marina staff are responsible for operating the marina including leasing slips in the summer and outdoor storage space for boats in the winter, coordination of boat launches and haul-outs, and customer billing. Other duties of staff include maintaining site services, conducting safety and security inspections, maintenance of equipment, machinery and electrical/mechanical services, customer service and marina marketing.

Toronto City Centre Airport

Airport staff are responsible for the overall daily operation of the airport and ferries, including management of supplies, services and facilities. A large number of duties are focussed on safety and security: staff develop and maintain the airport security program; coordinate the Airport Emergency Plan with input from the police, ambulance and fire departments, and the air traffic control unit; maintain equipment in a state of readiness for any emergency; and produce such reports as incident, noise, runway conditions and notices to airmen. Airport staff also handle customer service, including complaints and billing, and market the airport to the public.

Information Holdings

Program Records

Corporate Records

General Manager's Office

Description: Information on the administration and management of the Toronto Port Authority. ***Topics:*** Business and strategic plans, marketing of the port and airport, organization-wide policies, TPA-City of Toronto relations, committee files, speeches, conference and seminar files, travel files. ***Program Record Number:*** TPA COR 005

Information Technology

Description: Information on the management of the TPA's various information systems and databases. ***Topics:*** Year 2000 compliance forms, forms management, project notes, systems documentation, equipment inventories, equipment maintenance logs. ***Program Record Number:*** TPA COR 010

Legal Records

Description: Legal documents. ***Topics:*** agreements, bills of sale, commercial carriers operating agreements, consents, contracts, deeds, easements, leases, memoranda of understanding, minutes of settlement, mortgages, trademarks, waivers. ***Program Record Number***: TPA COR 015

Property Records

Description: Information on the leasing of TPA properties, office space, short-term seasonal arrangements such as berthing, and temporary license agreements for film productions. ***Topics:*** Fee schedules, insurance waivers, tenants' case files (including copies of correspondence, insurance certificates, property leases or schedules). ***Program Record Number:*** TPA COR 020

Records & Archives

Description: Information relating to the management of corporate information. ***Topics:*** (Records) Mail management, central registry files, Board minutes, by-law 23 applications, records management databases; (Archives) Historical records of the Toronto Harbour Commissioners including textual records, technical drawings, photographs and file art, archival finding aids and databases. ***Program Record Number:*** TPA COR 025

Airport Operations

Description: Information on the daily operations of the Toronto City Centre Airport and the ferry service across the Western Channel. ***Topics:*** Air traffic reports, aircraft movement surface condition reports, airport monthly activities reports, noise complaint reports, NOTAMS, rates schedule, tie-down contracts, ferry logs, ferry maintenance reports, ferry traffic summaries, ferry pass applications, restricted area access pass applications, airside vehicle operators permit applications, fire alarm reports, firefighters' logs, emergency equipment maintenance reports, airport drawings and specifications. ***Program Record Number:*** TPA AIR 005

Marina Operations

Description: Information on the business operations of the Outer Harbour Marina. ***Topics:*** Customer files (containing correspondence, service agreements, complaints. loss/damage reports, insurance certificates), haul out/launch book, dock walk reports, incident reports, monthly fuel inventory statements, fuel dock license, VHF radio license, retail sales license. Program Record Number: TPA MAR 005

Port Operations

Description: Information on the provision of services concerning the navigation and berthing of ships in the port and harbour of Toronto, and concerning the safe operation of various smaller watercraft. ***Topics:*** tonnage statistics, berthing arrangements, port tariffs, marine safety, Notices to Shipping, recreational boating,

Navigable Waters Protection Act, boat operators' license program. ***Program Record Number:*** TPA POR 005

Terminal Operations
Description: Information on the business operations of the Port of Toronto's Marine Terminal 51, Warehouse 52 and intermodal services. ***Topics:*** import and export vessel cargo logs, monthly reports for warehousing, cargo and container handling, daily records for Reefers (refrigerated containers). ***Program Record Number:*** TPA TER 005

Works Department Operations
Description: Information on services provided by Works Department staff in areas of engineering, plant maintenance, waterways, dredging and filling and the Leslie Street landfill operation. ***Topics:*** dockwalls/ retaining walls, equipment maintenance files, ice condition reports, navigation aids placement, oil spill reports, survey drawings and files, hydrographic and topographic survey field books, daily and monthly water level reports, daily dredging logs, monthly and annual dredging drawings, daily dredgeate placement logs, monthly and annual dredgeate placement drawings, annual operating plan for the Leslie Street landfill site, daily and monthly fill reports, illegal dumping reports and copies of violation notices. ***Program Record Number:*** TPA WOR 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act, and includes names, addresses and phone numbers. ***Class of Individuals:*** General public. ***Purpose:*** This bank processes access requests and reports the total number of requests processed. ***Consistent Uses:*** This bank is used to report on the administration of the Access to Information and Privacy Acts. ***Retention and Disposal Standards:*** Records are retained for two years after the last administrative action and then destroyed. ***TBS Registration:*** 004357 ***Bank Number:*** TPA PPU 005

Airport Airside Restricted Area Canada Pass
Description: This bank contains applications received from individuals who require access to restricted areas at airports across Canada. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital status, personal photographs, and Transport Canada clearance numbers. ***Class of Individuals:*** Persons who whose business involves being in restricted areas of at least four or five Canadian airports and Transport Canada Aviation Inspectors. ***Purpose:*** This bank processes pass applications. ***Consistent Uses:*** The information in this bank would be used in the event of a breach of security. ***Retention and Disposal Standards:*** Applications are retained for three years after the expiry of the pass and then destroyed. ***TBS Registration:*** 004358 ***Bank Number:*** TPA PPU 010

Airport Airside Restricted Area Pass (ARAP)
Description: This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers. ***Class of Individuals:*** TPA employees and airport tenants. ***Purpose:*** This bank processes pass applications. ***Consistent Uses:*** The information in this bank would be used in the event of a breach of security. ***Retention and Disposal Standards:*** Applications are retained for three years after the expiry of the pass and then destroyed. ***TBS Registration:*** 004359 ***Bank Number:*** TPA PPU 015

Airport Airside Vehicle Operators Permit (AVOP)
Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP. ***Class of Individuals:*** TCCA employees and airport tenants. ***Purpose:*** This bank processes AVOP applications. ***Consistent Uses:*** The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport. ***Retention and Disposal Standards:*** Applications are retained for three years after the expiry of the pass and then destroyed. ***TBS Registration:*** 004360 ***Bank Number:*** TPA PPU 020

Airport Employee Ferry Pass
Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs. ***Class of Individuals:*** TPA staff, airport tenants, frequent flyers. ***Purpose:*** This bank processes employee ferry pass applications. ***Consistent Uses:*** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. ***Retention and Disposal Standards:*** Applications are retained for one year after expiry of the pass and then destroyed. ***TBS Registration:*** 004361 ***Bank Number:*** TPA PPU 025

Airport Ferry Vehicle Pass
Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. ***Class of Individuals:*** TPA employees and airport tenants. ***Purpose:*** This bank processes ferry vehicle pass applications. Consistent ***Uses:*** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. ***Retention and Disposal Standards:*** Applications are retained for one year after expiry of the pass and then destroyed. ***TBS Registration:*** 004362 ***Bank Number:*** TPA PPU 030

Airport Parking Pass
Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information. ***Class of Individuals:*** TPA employees and airport tenants. ***Purpose:*** This bank processes parking pass applications. ***Consistent Uses:*** The information in this bank would be used in the event of suspected unauthorized parking at the parking lot. ***Retention and Disposal Standards:*** Applications are retained for one year after expiry of the pass and then destroyed. ***TBS Registration:*** 004363 ***Bank Number:*** TPA PPU 035

Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the Toronto Port Authority, and includes names, addresses and phone numbers. ***Class of Individuals:*** General public. ***Purpose:*** Information may be used to fill vacancies in the Authority for which applicants have suitable qualifications. ***Consistent Uses:*** The bank provides a record of the information used in staffing a position. ***Retention and Disposal Standards:*** Records are retained for six months and then destroyed. ***TBS Registration:*** 004364 ***Bank Number:*** TPA PPU 040

Claims
Description: This bank contains information relating to settlements by and against the Toronto Port Authority, and includes names, addresses and phone numbers. ***Class of Individuals:*** General public, companies and institutions of Canadian or foreign extraction. ***Purpose:*** This bank documents the settlement of claims by or against the Authority. ***Consistent Uses:*** This bank documents the legal settlements of all claims by or against the Authority. ***Retention and Disposal Standards:*** Records are retained for two years after the settlement and then destroyed. ***TBS Registration:*** 004365 ***Bank Number:*** TPA PPU 045

Marina Customers
Description: This bank contains information relating to individuals who rent boat slips from the Outer Harbour Marina, and includes names, addresses, phone numbers and information about the person's boat. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to document service agreements, insurance certificates, loss/damage reports, and complaints. ***Consistent Uses:*** This bank provides information for billing and insurance claims. ***Retention and Disposal Standards:*** Records are retained for 6 years after last transaction completed and then destroyed. ***TBS Registration:*** 004366 ***Bank Number:*** TPA PPU 050

Personal Service Contracts
Description: This bank contains the terms and conditions of individuals employed on contract to the Authority, and includes names, addresses and phone numbers. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to provide documentation and authorization for personal service contracts. ***Consistent Uses:*** This bank is used to record payment to individuals for income tax purposes as well as budgetary spending. ***Retention and Disposal Standards:*** Records are retained for six years after expiry of the contract and then destroyed. ***TBS Registration:*** 004367 ***Bank Number:*** TPA PPU 055

Property Services
Description: This bank contains information on owners or tenants of properties, and includes names, addresses

and phone numbers. ***Class of Individuals:*** General public, companies, institutions, government agencies. ***Purpose:*** The bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands. ***Consistent Uses:*** The information in this bank is used to document the decision process in property matters. ***Retention and Disposal Standards:*** Records are retained in active files while administration action continues. After transactions are closed the records are transferred to the Archives for permanent retention. ***TBS Registration:*** 004368 ***Bank Number:*** TPA PPU 060

Researcher Registration
Description: This bank contains information about researchers visiting the Archives and their subject of research, and includes names, addresses and phone numbers. ***Class of Individuals:*** General public. ***Purpose:*** This bank documents the provision of Archives services to researchers, and provides the archivist with research inquiry statistics. ***Consistent Uses:*** This information is used to record services to individuals and for billing. ***Retention and Disposal Standards:*** Individual researcher personal information is destroyed two years after last visit. ***TBS Registration:*** 004369 ***Bank Number:*** TPS PPU 065

Classes of Personal Information

In the course of conducting the programs and activities of the Toronto Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, personal opinions, offers of services, complaints, and other personal information such as name, address or phone number. This information is stored as part of the central registry files or in departmental subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information normally is retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Aerodrome Standards and Practices, TP 312, 4th ed.
- Airport Emergency Response Manual
- Airport Operations Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about the Toronto Port Authority and its various programs and functions may be directed to:

Toronto Port Authority
60 Harbour Street
Toronto, Ontario
M5B 1J7

(416) 863-2000
(416) 863-4830

Reading Room

The Toronto Port Authority has designated the Archives Library as a reading room for the purposes of the Access to Information Act. The address is:

60 Harbour Street, Ground Floor
Toronto, Ontario
M5J 1B7

Transport Canada
Chapter 132

General Information

Background
The Department of Transport was established in 1936 by the Department of Transport Act (R.S.C. 1970, chapter T-18), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence.

Responsibilities
Transport Canada is responsible for most of the transportation policies, programs and goals set by the Government of Canada to make sure the national transportation system is safe, efficient, environmentally sound and accessible to all its users.

Legislation
- Aeronautics Act
- Aeronautics, An Act Respecting Regulations made pursuant to s.5
- Airport Transfer (Miscellaneous Matters) Act
- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Blue Water Bridge Authority Act
- Buffalo and Fort Erie Public Bridge Company, An Act Respecting
- Canada Labour Code
- Canada Marine Act
- Canada Ports Corporation Act
- Canada Shipping Act
- Canada Transportation Act
- Canadian National Montreal Terminals Act, 1929
- Canadian National Toronto Terminals Act
- Canadian Transportation Accident Investigation and Safety Board Act
- Carriage by Air Act
- Carriage of Goods by Water Act
- Civil Air Navigation Services Commercialization Act
- CN Commercialization Act
- Coasting Trade Act
- Department of Transport Act
- Excise Tax Act
- Financial Administration Act
- Government Property Traffic Act
- Hamilton Harbour Commissioners Act
- Harbour Commissions Act
- Intercolonial and P.E.I. Railway Employees Provident Fund Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Marine Atlantic Inc. Acquisition Authorization Act
- Marine Insurance Act
- Marine Transportation Security Act
- Maritime Code Act
- Meaford Harbour, An Act Respecting
- Montreal Port Wardens Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Transport Act, 1987
- National Energy Board Act
- National Transcontinental Railway Act
- Navigable Waters Protection Act
- Non-Smokers Health Act
- Northern Transportation Company Limited Disposal Authorization Act
- Northumberland Strait Crossing Act
- Ontario Harbours Agreement Act
- Pilotage Act
- Quebec Port Wardens Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Safe Containers Convention Act
- Shipping Conferences Exemption Act, 1987
- Ste-Foy-St-Nicolas Bridge Act
- Transportation of Dangerous Goods Act, 1992
- United States Wreckers Act
- Winnipeg Terminals Act

Organization

Communications Group
The Communications Group is responsible for supporting management in providing effective two-way communications between Transport Canada and all its stakeholders to ensure the public is well informed of the department's activities and to ensure the department takes into consideration the concerns and views of the public in all its activities. The Director General, Communications, reports directly to the Deputy Minister in

Ottawa. Five regional directors of communications report to regional departmental directors general.

Corporate Services Group

The Assistant Deputy Minister (ADM), Corporate Services is responsible for ensuring the provision of effective direct and functional support to the Department. These support services, which are continuously evolving to adapt to the changing needs of Transport Canada, play an essential role in helping TC achieve its mandate. The Corporate Services Group comprises four directorates: Executive Services (including Audit and Advisory), Finance and Administration; Human Resources; and Technology and Information Management Services.

♦ Executive Services Directorate

Executive Services supports the Minister's and Deputy Minister's offices, and senior departmental managers in meeting Transport Canada's responsibilities with respect to Parliament, the transportation industry and the general public by managing/administering internal audit and advisory services, access to information and privacy legislation, ministerial correspondence, and parliamentary affairs. The directorate is also responsible for leadership and advocacy with respect to the departmental Comptrollership initiative.

♦ Finance and Administration Directorate

Finance and Administration is responsible for ensuring the provision of advice, services and support in the areas of financial analysis and management, financial policy and systems; financial operations; economic evaluation and cost recovery; asset management; contracting; vehicle fleet management; building management; accommodation and planning and design.

♦ Human Resources Directorate

The Human Resources Directorate, led by the Director General, is responsible for ensuring the effective recruitment, training, utilization, compensation and retention of human resources in the Department. Policies and programs related to human resource management are planned and implemented by this directorate.

♦ Technology & Information Management Services Directorate

This Directorate is headed by a Director General who reports to the Assistant Deputy Minister of the Corporate Services Group. It is responsible for providing advice, services, support and functional direction in the areas of information management and technology in the National Capital Region and five regional offices.

Policy Group

The Assistant Deputy Minister (ADM), Policy is responsible for the formulation, development and maintenance of the Department of Transport's long-range transportation objectives, strategies and policies. The ADM provides advice to the Deputy Minister on policies, programs and objectives which have implications for one or more modes of transport; program evaluation; on the management of transportation subsidy policy programs and on shared initiatives between private industry and various levels of government. The ADM advises the Minister on policy issues regarding Transport Crown Corporations, accessible transportation and on the maintenance of the Department's external relations (federal, provincial, international and industry). The ADM is supported by six directorates.

♦ Air Policy Directorate

This Directorate is responsible for the development and implementation of the government's policy initiatives for domestic, transborder and international air transportation services, and for Canadian representation at the Council of the International Civil Aviation Organization. In particular, it is responsible for the preparation of mandate papers for the negotiation of bilateral air agreements. It must also provide ongoing policy advice to the Minister of Transport on measures to ensure an appropriate framework that will permit air carriers to provide adequate and efficient air transportation services which will respond to the needs of the general public for air travel within Canada and internationally.

♦ Corporate Relations Directorate

This Directorate co-ordinates the Department's federal-provincial relations and acts as the focal point for the liaison with the Regional Directors General. It also co-ordinates the department's international activities related to international co-operation, international trade agreement negotiations and international economic integration (APEC, Action Plan of the Americas), as well as to the Minister's participation in multilateral and bilateral meetings. It is also responsible for the development of broad-based departmental policy strategies to address emerging Canadian transportation challenges, for the provision of strategic advice to address complex multi-modal policy issues, to provide support to the ADM-Policy through special high priority assignments, to take charge of complex and policy-sensitive analysis and evaluations, to represent the department on interdepartmental committees, to be the departmental focal point for accessible transportation and to provide a broad range of services in support of ADM-Policy, the Deputy Minister and the Minister.

♦ Economic Analysis Directorate

The Directorate provides the Department with statistics, forecasts, economic analysis and economic research needed for informed policy and planning decisions. It undertakes the acquisition of data and maintenance of data bases for all modes of transport. Forecasts of traffic demand and growth are provided for use in policy development, planning and resource allocation decisions. The directorate carries out economic analysis to assess and quantify the economic impact of major transportation

policy initiatives. In addition, it conducts economic research into current and anticipated future transportation issues.

♦ Marine Policy and Programs Directorate

This Directorate is responsible for the development and formulation of domestic and international shipping policies, including international bulk and liner policy and marine insurance and liability regimes. This activity includes the development of Canadian positions for multilateral negotiations conducted within intergovernmental organizations (e.g. OECD, UNCTAD, IMO, WTO and APEC). On the domestic side, its area of responsibility extends to the coastal trade, economic regulation, and shipping in support of offshore exploration. Ports policies are also developed with respect to the new Canada Port Authorities, as established by the Canada Marine Act. As well, it is responsible for the development and oversight of policies and programs for all aspects of federally subsidized ferry services. Further, it is responsible for overseeing the management contract with the St. Lawrence Seaway Management Corporation, as well as for the bilateral Seaway relationship with the U.S.

♦ Program Evaluation Directorate

This Directorate is responsible for carrying out evaluation studies of the relevance, success, and cost effectiveness of Transport Canada programs and policies, and particularly the extent to which they affect the public interest. It also prepares frameworks of programs and policies to help ensure that they have clear and comprehensive objectives for which performance data is defined and available. The Directorate's work includes frameworks and studies for policies that have led to the devolution of government services.

♦ Surface Transportation Policy Directorate

This Directorate is responsible for the development, formulation and implementation of the surface transportation policies, and for the management of all developmental and economic regulatory activities of the Department in support of surface transportation. This includes all railway freight policies and programs (including grain); all surface passenger transportation policies, including the development and administration of rail passenger legislation and regulations. It also includes federal government policy applicable to trucking and motor coach transportation undertakings and all highway policies associated with the federal government, including negotiation of new federal highway initiatives with the provinces.

Programs & Divestiture Group

The Programs and Divestiture Group is headed by an Assistant Deputy Minister who is responsible for designing and delivering programs for airports, ports, federal highways and bridges, and for most of Transport Canada's environment-related activities. The Assistant Deputy Minister is assisted by five Directors-General (Airport Lease Review, Airport Programs and Divestiture; Environmental Affairs; Port Programs and Divestiture and Surface Programs and Divestiture), a Director of Planning and Coordination and a Manager of Executive Services.

♦ Airport Lease Review

The Airport Lease Review is responsible for carrying out the review of the leases of the four LAAs (Vancouver, Calgary, Edmonton and les Aéroports de Montréal); making recommendations to the Minister and ultimately to Cabinet about what actions to take based on the outcome of the Review; and draw up an implementation strategy for Transport Canada.

♦ Airports

This Directorate is responsible for the National Airports Policy (NAP) through negotiating the transfer of National Airport System (NAS) airports (identified in the NAP as Canada's 26 most vital airports); monitoring the transfer of regional/local airports to local operators; providing national lease administration services; delivering an Airport Capital Assistance Program (ACAP) to assist non-NAS airports; ensuring the ongoing effectiveness of the NAP by monitoring the performance of Canada's airport system; providing a management framework for the operations of residual TC airports; and managing post-transfer issues pertaining to NAV CANADA and airport authorities.

♦ Environment

This Directorate is responsible for developing and implementing Transport Canada's Sustainable Development Strategy; implementing an environmental management system to ensure that impacts on the environment are included in all departmental activities and decision-making; promoting a shift to sustainable transportation in Canada, including developing policies and strategies on key issues, such as climate change; providing support for all departmental activities that have an impact on the physical environment, including the remediation of any sites and facilities being transferred from government; and for the management of policy and records related to Transport Canada's real property assets.

♦ Ports

This Directorate administers public ports and port facilities serving commercial water transportation interests, and performs a liaison function with the new Canada Port Authorities that were created pursuant to the Canada Marine Act. The Directorate is also responsible for overseeing the transfer of regional/local ports to local operators, monitoring the National Ports System, verifying that Canada Port Authorities comply with the provisions of the Canada Marine Act, and its related regulations and the Letters Patent, and managing post-transfer issues and adjustments.

♦ Surface

This Directorate is responsible for: the implementation of programs providing financial assistance in the form of contributions, loans and loan guarantees to provinces for the construction of certain provincial highways; for participating in the management of a number of federal highway facilities, including the Jacques Cartier, Champlain, Seaway International and Thousand Islands International Bridges; and, for ensuring operation of the Confederation Bridge in compliance with the terms and conditions of the Bridge Operation Agreement.

Safety and Security Group

The Safety and Security Group is responsible for the development of regulations and national standards, as well as for the implementation of monitoring, testing, inspection, research and development and subsidy programs, to contribute to safety and security in the aviation, marine, rail and road modes of transport. The Group administers the delivery of aircraft services to government and other transportation bodies. The Group develops and enforces regulations and standards under federal jurisdiction to protect public safety in the transportation of dangerous goods and to prevent unlawful interference in the aviation, marine and railway modes of transport. The Group also ensures that the Department is prepared to respond to transportation and transportation-related emergencies.

♦ Aircraft Services Directorate

This Directorate is responsible for providing and maintaining aircraft and for providing services in support of Transport Canada operations, selected programs of other federal government departments, agencies, and non-government clients. The services include providing appropriate professional training for Transport Canada and Transportation Safety Board civil aviation inspectors, NAV CANADA inspectors, and for Aircraft Services aircraft maintenance engineers and electronics technicians. The Directorate is responsible for the Department's 45 fixed and rotary wing aircraft, which are located at the Headquarters hangar in Ottawa and at six regional bases. The Directorate also operates and maintains 28 helicopters and two fixed wing aircraft's in support of the Department of Fisheries and Oceans Canadian Coast Guard program.

Aircraft Services maintains four Challenger aircraft for the Department of National Defence's Administrative Flight Service. In addition, the Directorate is responsible for the four government owned Canadair CL-215 Water Bomber aircraft which are leased to a commercial operator for forest fire fighting duties in the Northwest Territories. The Directorate also owns one de Havilland Dash 7R aircraft, which is operated under lease to a commercial air operator in support of the Department of Environment's Ice Reconnaissance Program. The Directorate is divided into six branches: Aviation Safety, Client and Internal Services, Engineering, Flight Operations, Technical Services, and Training.

Aviation Safety

Responsible for the Directorate aviation safety programs. The Chief provides advice to senior management on all matters related to aviation safety.

Client and Internal Services

Responsible for the centralized resource-related functions in Aircraft Services which include financial planning and programming, account processing, human resources and administration, dangerous goods, facility management, information technology and special projects. The special projects division manages large, complex Capital procurements and conducts special studies.

Engineering

Responsible for the design, analysis, procurement, installation and approval of avionic and special role airframe systems equipment, and repairs for the Transport Canada aircraft fleet and aircraft fleet of other Federal Government departments such as the Department of National Defence (412, 434 and 402 Squadrons), the Department of Fisheries and Oceans (Canadian Coast Guard and National Aerial Surveillance Program), and private sector clients, such as, but not limited to, NAV CANADA and Lockheed Martin. Special engineering studies such as fatigue load monitoring and analysis for special operating roles, are conducted in conjunction with partner organizations.

Flight Operations

Responsible for all Transport Canada and Canadian Coast Guard flight operations and the development of policies and operating directives governing this activity to ensure the safe and efficient operation of all fixed and rotary wing aircraft.

Technical Services

Responsible for maintaining Transport Canada's and the Canadian Coast Guard's fixed wing and helicopter fleets to the airworthiness standards necessary for compliance with the Operating Certificate, and for providing those aircraft on time for use by Aircraft Services clients, as well as providing maintenance and logistic service to Department of National Defence's 412 Squadron in support of Challenger Administrative Services. The Branch operates an approved maintenance organization with components involved in maintenance planning, aircraft maintenance analysis, logistic support, overhaul and component repair, and quality assurance, and monitors the provision and maintenance of survival equipment.

Training

Responsible for the development and implementation of a national training program for all Transport Canada, Transportation Safety Board and NAV CANADA pilots. Also, maintenance training is provided for all Aircraft

Services aircraft maintenance engineers and electronics technicians.

Civil Aviation Directorate
The Civil Aviation Directorate is responsible for establishing and administering the regulations and standards necessary for the safe conduct of civil aviation within Canada. The directorate comprises twelve branches.

Aerodome Safety
Responsible for inspecting and certifying all airports and aerodromes in Canada. This includes developing the rules, standards and procedures for all aspects of airside safety including determining land use and zoning and evaluating noise and its impact on wildlife and residential communities. The branch also evaluates the requirements for maintenance, winter operations, runway friction measurement, pavement design performance, visual aids, runway markings, emergency response and firefighting services.

Air Navigation Services and Airspace
Responsible for conducting safety and regulatory oversight of all civil air navigation service providers in Canada. This includes developing the rules governing Canada's airspace and for coordinating and approving airspace classification and structure.

Aircraft Certification
Responsible for establishing standards, inspecting, testing and approving the design, and performance of all new and modified aeronautical products built or operated in Canada. The branch is also responsible for monitoring the continuing airworthiness of aeronautical products.

Aircraft Maintenance and Manufacturing
Responsible for ensuring that all registered aircraft built or operated in Canada meet the required national or international airworthiness standards. Branch specialists issue flight authorization documents and Aircraft Maintenance Engineer (AME) licenses, ensure that air carrier maintenance control procedures are effective, conduct company audits, inspections and on-the-spot aircraft checks, as well as approve maintenance, manufacturing and training organizations, programs and personnel. In conjunction with the industry, through the Canadian Aviation Regulation Advisory Council (CARAC) process, the Branch is responsible for the continuous development of the regulations and standards governing aircraft maintenance and manufacturing.

Aviation Learning Services
Aviation Learning Services is responsible for identification, design and delivery of learning products and services that satisfy the continuous learning needs of all Civil Aviation personnel.

Civil Aviation Medicine
Oversees the periodic medical examinations required by aviation personnel in accordance with the Canadian Aviation Regulations and the international standards and recommended practices laid down by the International Civil Aviation Organization (ICAO). The aeromedical certification program is conducted by using Civil Aviation Medical Examiners across Canada and around the world to conduct medical examinations.

Commercial and Business Aviation
Commercial & Business Aviation is responsible for the safety regulation, inspection and monitoring of all Canadian business and commercial air operators, as well as foreign air operators who operate in Canadian airspace. Branch inspectors conduct inspections, audits and evaluations in the areas of flight operations, cabin safety, the transportation of dangerous goods, and occupational safety and health on board commercial and business aircraft. This monitoring includes training programs and facilities, as well as technical performance evaluations on simulators and other training devices. In Headquarters, the Branch also develops policies, standards, guidance and regulations pertinent to its area of responsibility.

General Aviation
Responsible for the licensing and testing standards and the licensing of all pilots, navigators, and flight engineers and the safety regulations, inspection and monitoring of all Canadian flight training units. The branch is also responsible for regulating aircraft leasing, maintaining a Canadian Aircraft Register, maintaining a safety oversight of recreational aviation and special flight operations such as airshows. Furthermore, it regulates civil and commercial rocket launch operations in Canada.

International Aviation
Responsible for coordinating the directorate's activities on international aviation matters. In cooperation with foreign agencies, such as the International Civil Aviation Organization (ICAO) and civil aviation authorities, coordinates and develops standards and procedures for international aviation and the harmonization of regulations.

Program Services
Responsible for supporting all areas of Civil Aviation by providing specialized services in performance analysis, information systems, cost recovery, publishing and communications, planning and policy studies. The branch also oversees a national quality assurance program.

Regulatory Services
Responsible for developing and maintaining aeronautical legislation through the Canadian Aviation Regulatory Advisory Council (CARAC) and implementing enforcement action as well as presenting cases before the Civil Aviation Tribunal. The branch is also responsible for translation services as well as developing and standardizing aeronautical terminology. The branch's contingency

Operations section is responsible for preparing and coordinating emergency response for any national or international civil air transportation crisis.

Safety Services Branch in HQ and System Safety Division in each Region
Responsible for reviewing accident and incident data, as well as other safety-related information, assessing risk, determining safety priorities, and developing safety promotion and accident prevention programs and activities to enhance the level of safety awareness and to reduce the probability of injuries to persons or loss of resources.

♦ Marine Safety Directorate

The Marine Safety Directorate is responsible for the full spectrum of responsibilities related to ship safety and the protection of the environment, including marine pilotage, and provides marine expertise for general and policy matters. It includes the administration of national and international laws designed to ensure the safe operation, navigation, maintenance and design of ships, protection of life and property and prevention of ship source pollution.

Certification and Pilotage
Serves as the liaison amongst the Pilotage Authorities, the Minister, industry, other government agencies and pilot associations. The Branch guides and participates in the development and approval of policies, standards and regulations for the provision of marine pilotage services to the domestic and international shipping industries. In addition, the Branch develops and administers examinations and training programs for the certification of mariners and is responsible for control and issue of Certificates of Competency to Canadian seafarers. Develops and implements Standards of Training, Certification and Watchkeeping (STCW) Convention requirements. Also manages the Marine Emergency Duties (MED) Training Program.

Legislation and Regulations
Designs, formulates and maintains the national legislative and regulatory framework governing marine safety. The Branch provides advice, consultation and services to national and international organizations on legislative and regulatory matters and negotiates bilateral, national and international agreements which establish and harmonize marine safety legislation, regulations and standards.

Marine Safety and Environmental Programs
The Branch develops national policies, guidelines and standards governing the inspection and certification of domestic and foreign ships, manages Canada's Port State Control (PSC) program and directs the conduct of investigations of marine accidents and incidents. In addition, the Branch manages the Canadian ship inspection program, the pollution prevention program, approves prototype products and load lines assignments, as well as the co-ordination of the Occupational Health and Safety (OSH), the Port Warden and cargo associated programs. Also directs the development and refinement of national policies, guidelines, standards and procedures governing the recording and registering of ships and the licensing of small commercial vessels. The Branch provides support services for the Directorate's International Maritime Organization (IMO) commitments and other international matters including APE, NAFTA and ILO. Coordination of international cooperation, training and marketing is also covered by the Branch.

Program Services
Responsible for all of the administrative needs of the Directorate. This includes finance including R&D funding and special projects, human resources, training, records management, communications and information technology and information management.

Quality Assurance
Responsible for a national quality assurance verification program to assess compliance and the effectiveness of a marine safety operations. The Branch provides authoritative evaluations, reports, advice and recommendations on the quality and integrity of all aspects of marine safety programs and directs the analysis, development and refinement of audit policies, standards, criteria, procedures and practices.

Rail Safety Directorate

The Rail Safety Directorate is responsible for the development and enforcement of regulations, rules, standards and procedures governing safe railway operations in Canada under the Railway Safety Act. As well, it administers federal funding programs designed to improve the safety of highway/railway grade crossings. The Directorate comprises five branches: Crossing Contribution and Resource Management; Equipment; Engineering; Operations and Safety Programs.

Crossing Contributions and Resource Management
The Crossing Contributions and Resource Management Branch is responsible for the administration of the Grade Crossing Improvement Program and for the administration of directorates resources.

Engineering Branch
The Engineering Branch is responsible for monitoring the safety of railway infrastructure such as tracks, bridges, crossings and railway signal systems.

Equipment
The Equipment Branch is responsible for monitoring the safety of railway freight and passenger equipment: motive power, rail cars, including cars carrying dangerous goods, train brakes and bulk storage installations on railway rights-of-way.

Operations
The Operations Branch is responsible for monitoring the safety of railway operations, administering the

Occupational Safety and Health Program for rail under Part II of the Canada Labour Code, and administering the contingency planning process for rail emergencies.

Safety Programs

The Safety Programs Branch ensures that regulations, rules, standards, exemptions and revocations are prepared to meet legal requirements. This Branch is the focal point for departmental participation in the work of Operation Lifesaver, a railway/government safety education program.

Road Safety and Motor Vehicle Regulation Directorate

The Road Safety and Motor Vehicle Regulation Directorate coordinates federal government activities in road safety, motor vehicle regulation and commercial vehicle safety in order to reduce deaths, the severity of injuries, health impairment, property damage and fuel consumption and emissions. Principal responsibilities include development and enforcement of safety standards for motor vehicles, tires, child restraints; regulation of the safe operation of extra-provincial bus and truck undertakings; development of road safety countermeasures, liaison with the Motor Vehicle Test Centre; and, participation in co-operative federal-provincial road safety programs.

Motor Vehicle Safety Enforcement

Responsible for the enforcement of the Motor Vehicle Safety Act and Regulations as they apply to the manufacture and importation of vehicles, tires and child restraints. The Branch is also responsible for the investigation of public complaints on alleged safety related defects and the monitoring of recalls in Canada.

Motor Vehicle Standards and Research

Responsible for the development and implementation of applied research programs dealing with motor vehicle safety, fuel consumption, emissions, energy conservation, and human performance and behaviour within the transportation system. The Branch is also responsible for the development of regulations, standards, and associated test methods to improve road safety and protect the health and environment of Canadians from the harmful effects of motor vehicle use; the development and implementation of Road Safety's Directed Studies Program; and, the conduct of collision investigations.

Road Safety Programs

Responsible for data analysis and other research to identify national road safety improvement opportunities in the areas of vehicle, user, infrastructure and commercial operator, and provides national road safety information to stakeholders.

Safety Programs, Strategies and Coordination Directorate

The Safety Programs, Strategies and Coordination Directorate is responsible for the following main functions: Transportation Safety Board Liaison; Risk Assessment and Safety Studies; Strategies and Issues; Public Rights and Ministerial Liaison; Data Occurrence, Analysis and Reports; and Program Support.

Occurrence Data Analysis and Reports

The Branch is responsible for the acquisition, accessibility and the integrity of Safety Information for use within Transport Canada and to provide, where feasible, subject information to external stakeholders. This includes the provision of trends analysis and reports plus adding value to core business data by ensuring the quality and accuracy of information. The Branch is also responsible to establish the development of an Information Management infrastructure to address Safety and Security requirements.

Program Support Division

Provides to the branches of the Safety Programs, Strategies and Coordination Directorate administrative support and advice, when requested, on the areas of Finance and Human Resources. Program Support also has multi-modal responsibilities such as maintenance of the language training fund, Office of Primary Interest on Security issues and administrative functions relating to Official Languages.

Public Rights and Ministerial Liaison Division

This Branch is the focal point for the administration, coordination and effective service delivery of information and corporate programs in order to meet the Department's objectives on behalf of Transport Canada, Safety and Security.

Research and Development Service Line

The R&D service line, which includes the Transportation Development Centre (TDC) in Montreal, coordinates and manages the Department's central R&D activities in support of transportation safety and security, and policy and program functions. TDC serves as the Department's centre of expertise on research and development and transportation technology and innovation. R&D is contracted-out to a variety of public and private sector organizations and covers all modes of transportation as well as systems considerations.

Risk Assessment and Safety Studies Branch

This branch contributes to the development of a safe transportation system by providing oversight of safety programs in Transport Canada on behalf of the Assistant Deputy Minister, Safety and Security and by providing advice on safety issues and safety management practices to senior managers with safety and security program responsibilities. This is accomplished by monitoring, analyzing and evaluating events and emerging trends

relating to the safety performance of the transportation system, by identifying safety hazards, risks and issues, by assessing the adequacy of safety programs in light of the information produced by the aforementioned activities and by developing policies and guidelines for measures that can improve or enhance the effectiveness of Transport Canada's safety and security programs. This requires that the branch maintain a pool of expertise in operational safety analysis, that it conduct independent safety studies, analyses and risk assessments and that it provide leadership in the development of state of the art safety management practices such as integrated and continuous systematic risk management.

Strategies and Issues Branch

The role of the Strategies and Issues Branch is to identify, develop, plan and manage projects, strategies and issues which bridge the Department's Safety & Security business line. In so doing, it is the role of the Branch to facilitate the bridging of knowledge, skills, information and experience across the Department's extended Safety & Security family. The Branch provides authoritative advice, and is the Department's focal point and external liaison for matters broadly affecting the safety and security of Canada's transportation system.

Transportation Safety Board Liaison Branch

The role of the Transportation Safety Board (TSB) Liaison Branch is to support the Safety and Security Group by managing the department's interface with the TSB, including Transport Canada's response process to TSB Recommendations, Advisories and Information Letters, and ensuring the quality of responses from the Aviation, Marine, Rail and Dangerous Goods Directorates.

Security and Emergency Preparedness Directorate

The Security and Emergency Preparedness Directorate is the principal focus in the Department of Transport for coordinating the development and implementation of policies and programs to ensure the security and emergency readiness of the National Transportation System and of departmental assets.

Emergency Preparedness Branch

This Branch is responsible for ensuring that, in all incidents, emergencies and crises, through planning, exercising and response, Transport Canada is ready, with the support of other Departments, Agencies and the transportation industry, to help maintain the best possible transportation system for Canada and Canadians. The Branch also manages the Transport Canada Situation Centre.

Preventive Security Branch

This Branch directs the analysis and dissemination of intelligence information from national and international agencies and provides the principal departmental liaison with the Canadian Security Intelligence Service, Intelligence Committees and other agencies concerning intelligence matters. The Branch directs the Security Screening program, including the security clearances for access to restricted areas of the international and domestic airports. The Branch develops departmental Security and Emergency Preparedness training policies and plans and directs the design and delivery of training for the professional security development of Transport Canada security inspectors. The Branch designs and develops training in transportation security for the use of the transportation industry. The Branch manages the Transport Canada Security Awareness Program which is directed at Transport Canada employees nationally and the National Transportation Security Awareness Program which is directed at employees of the transportation industries, staff at transportation facilities, and the travelling and general public. It also manages elements of the Transport Canada Emergency Preparedness Awareness Program.

Regional Directors, Security

The five Regional Directors are responsible for inspecting and testing departmental security plans, policies and standards, and for identifying vulnerabilities in them. They monitor the effectiveness of site security exercises, carry out certification of security screening personnel, ensure compliance of industry with transportation security legislation and provide advice and assistance in the protection of assets throughout the region for the department and multi-modal transportation industry. They also co-ordinate all emergency preparedness and response activities for the region.

Security Operations Branch

The Branch provides advice and assistance in the protection of assets throughout the Department and multi-modal transportation systems. It is the departmental liaison with the RCMP and other police agencies on security and criminal matters. It is responsible for Headquarters protective and security services, monitors the effectiveness of Departmental programs, develops standards for the use of security technology, and advises on acquisitions and monitors its effectiveness. Manages Information Technology (IT) security, manages and provides communications security (COMSEC) service, technical intrusion and telecommunications security programs, policies, services, and provides advice and recommendations to departmental management. Manages the Department's security research and development program and the development and implementation of security equipment for the Department and the traveling public. Performs foreign air carrier inspections to ensure the integrity of the National Transportation Program. Assists in the development of multi-modal policies, standards, legislation and training courses to ensure a high level of security for the National Transportation System. Acts as the functional authority for Regional Directors, Security, to help industry achieve compliance with security legislation, and monitors the consistency of inspection and enforcement of the National

Transportation System across the country, and conducts functional reviews and assessments of Regional security offices. The Branch is also responsible for the development of national security screening equipment technical standards, systems and specifications and performance criteria.

Security Policy and Legislation Branch

This Branch plans and develops policies, standards and legislation to ensure adequate levels of security for the National Transportation System, formulates the departmental position on international security activities, provides assistance in the implementation of transportation security policies, and establishes policies and standards with respect to departmental security.

Transportation of Dangerous Goods Directorate

The Transportation of Dangerous Goods Directorate serves as the major source of regulatory development, information and guidance on dangerous goods transport for the public, industry and government employees. The Directorate administers the federal Transportation of Dangerous Goods (TDG) program to promote public safety in the transportation of dangerous goods by all modes of transport throughout Canada. Activities include the development of standards and regulations, inspection and enforcement policies related to the handling, offering for transport, transportation, in transit storage of dangerous goods and the manufacture, use and distribution of standardized means of containment. It co-ordinates federal-provincial/territorial activities to ensure consistent Canada-wide delivery of the dangerous goods program and to facilitate interface between modes; and administers the availability of emergency response information through the operation of CANUTEC. The Directorate publishes a Dangerous Goods Newsletter and a number of awareness and explanatory brochures.

CANUTEC

CANUTEC is the Canadian Transport Emergency Centre operated by Transport Canada. It is a 24-hour bilingual emergency response and information centre for transportation accidents involving dangerous goods.

Compliance Branch

The Compliance Branch ensures that consignors, federal carriers and consignees are complying with the regulations through a national inspection, investigation and enforcement programs and through liaison with the provinces and US agencies. This Branch manages the TC attendance at accidents involving dangerous goods. This Branch is responsible for the direct training of all federally designated TDG inspectors and indirectly for the training of provincial and foreign TDG inspectors. This Branch includes three divisions: Response Operations, Training and Enforcement.

Regulatory Affairs Branch

The Regulatory Affairs Branch is responsible for the administration, development and amendment of the federal Transportation of Dangerous Goods Act and Regulations. The Branch also issues permits when deviations from the regulations are warranted and manages a containment assessment and registration program.

Risk Management Branch

The Risk Management Branch makes recommendations and implements decisions and directives to minimize the adverse effects of accidental losses to people, property and the environment associated with the transportation of dangerous goods.

Information Holdings

Program Records

Communications Group

Communications Activities

Description: Information on the department's media/public relations, planning and assessment activities, internal communications, promotional activities, as well as other services that they provide. ***Topics:*** Inquiries; media relations; news clippings; communication plans; public opinion research; internal communications; employee newsletters; exhibits and displays; audio-visual productions; special events; advertising; news releases; speeches; Federal Identity Program; directories; publishing/corporate publications; external and internal corporate website. ***Access:*** Files are arranged by subject and date. ***Storage Medium:*** Paper files and EDP systems. ***Program Record Number:*** DOT COM 010

Corporate Services Group

Access to Information and Privacy

Description: Information pertaining to requests made under the Access to Information Act and the Privacy Act for access to records under the control of the department, as well as information concerning the administration of this legislation. ***Topics:*** Access requests, privacy requests, complaints, Federal Court cases, consultations, policies and procedures, statistical information, reports, training. ***Program Record Number:*** DOT COD 050

Advisory Services

Description: Studies and projects undertaken for managers across the department using teams of internal and external consultants. ***Program Record Number:*** DOT ARE 320

Audits
Description: Information on the efficiency, economy and effectiveness of internal departmental management of organizations, functions and systems. Reviews of agreements, internal departmental functions and operations on behalf of group heads. ***Program Record Number:*** DOT ARE 325

Conferences & Committees
Description: Information on all senior executive conferences and committees in which the Department is involved or required to make submissions. ***Topics:*** Senior Management Conference, Transport Management Executive Committee. ***Program Record Number:***DOT COD-015

Employee Leave Information System (ELIS)
Description: Departmental leave system that processes and provides information on employee leave activities. ***Program Record Number:*** DOT APD 375

Employment Equity
Description: Information on target groups (e.g., women, aboriginal peoples, members of visible minority groups, and persons with disabilities) programs generally; statistics; brochures; surveys; reports. ***Program Record Number:*** DOT APD 355

Legislation
Description: Information on all federal legislation to which the Department is subject and which it must implement. ***Program Record Number:*** DOT COD 045

Parliamentary Matters
Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. ***Topics:*** Order Paper questions and petitions; oral questions; government and private members' bills; motions for production of papers; Special Committee of Council; tabling of annual reports and returns. ***Program Record Number:*** DOT COD 055

Regulatory Matters

Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. ***Topics:*** Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; Special Committee of Council; Standing Joint Committee for the Scrutiny of Regulations; regulations held on the Internet and CD Rom. ***Program Record Number:*** DOT COD 060

Transport Integrated Personnel System
Description: Integrated Personnel Management System provides detailed staffing, classification, official languages and pay information. Data is available through a reporting catalogue and inquiry application. ***Program Record Number:*** DOT APD 380

Policy Group

Air Forecast Information
Description: Information on future aviation traffic for passengers, aircraft movements, air cargo in Canada. The traffic forecasts fall into two major categories: national forecasts and site-specific (airport) forecasts and also include macro forecasts of registered aircraft, licensed personnel, revenue passenger-kilometres, total hours flown, unit IFR flight plans by regions and Terminal Control Units. ***Access:*** Aviation forecasts can be retrieved by forecast subject and by airport. They are also available in various aggregate forms (Top 30 airports, national and regional). ***Storage Medium:*** Hard copy by forecast subject and by airport as well as by micro and EDP systems (Self-Serve Computer Retrieval System). ***Program Record Number:***DOT ACA 300

Appeals from NTA Decisions
Description: Information on individual appeals filed with the Minister of Transport (prior to 1988), and petitions filed with the Governor-in-Council concerning National Transportation Agency decisions, pursuant to sections 64 and 258 of the National Transportation Act, 1987. ***Topics:*** Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council. ***Program Record Number:*** DOT ACE 030

Conferences and Committees
Description: Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. ***Topics:*** Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., SAE, CCMTA, CSA, OECD, ECMT, ECE, UNCTAD). ***Access:*** Files arranged by subject or name of committee; government; governmental department or agency; organization. ***Program Record Number:*** DOT COD 015

Crown Corporations
Description: Information on the Crown corporations, their components and subsidiaries, corporate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. ***Topics:*** Transport Canada Crown corporations; subsidiaries; acquisitions; financing; corporation plans; legislation. ***Program Record Number:*** DOT COD 025

Domestic Air Policy
Description: Information on the development and implementation of government policy initiatives on domestic air services. ***Topics:*** Economic regulatory reform; subsidies; accessibility standards; specialty services; computer reservation systems; exemptions from Canadian ownership requirement; airline mergers and acquisitions; financial requirements for carriers. ***Program Record Number:*** DOT ACE 310

Domestic Marine Policy
Description: Information on the development and implementation of government policy initiatives with respect to the Canadian coasting trade, the national ports system, and the Great Lakes/ St. Lawrence Seaway. Also information on policies and programs for the administration of subsidies to ferry and coastal services. ***Topics:*** Ports; marine policy reform; St. Lawrence Seaway; commercialization initiative (Seaway); Canada/U.S. bilateral arrangements (Seaway); Coasting Trade Act; Canadian flag fleet; ferry and coastal services; ferry subsidies; levels of service (ferries) and tariffs (ferries). ***Program Record Number:*** DOT PCM 280

Evaluations
Description: Preparatory studies and evaluation studies of the relevance, success and cost-effectiveness of internal departmental programs and activities. ***Program Record Number:*** DOT ARE 330

Highways
Description: Information on policies, studies and programs for the planning, development and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. ***Topics:*** Highway economics; engineering; construction and environment operations. ***Access:*** Files arranged by subject, name of project or highway, or geographical location. ***Program Record Number:*** DOT DSH 255

International Air Policy
Description: Information on the development and implementation of government policy initiatives with respect to the negotiation of bilateral air agreements with foreign countries including the U.S.A., and regarding international civil aviation. ***Topics:*** Administration; air rights and air relations; country files (including mandate papers); international civil aviation and economic organizations; transport policy; airlines. ***Program Record Number:*** DOT ACE 315

International Marine Policy
Description: Information on the development of government policy with respect to economic aspects of the international maritime sector, including shipping conferences, maritime bilateral agreements, UNCTAD, OECD, WTO, NAFTA, IMO, liability and insurance and shipping relations with the United States, the European Union and other countries. ***Topics:*** Shipping Conference Exemption Act; OECD Maritime Transport Committee; UNCTAD-Shipping Issues; WTO/General Agreement on trade in Services Maritime; NAFTA; U.S. Maritime Legislation/Regulations; Consultative Shipping Group; IMO; Oil Pollution Fund and insurance and war risks. ***Program Record Number:*** DOT DRD 040

Motor Carriers
Description: Information on interprovincial and international motor carrier (truck and bus) industry, intergovernmental relations, both federal-provincial and international. ***Topics:*** Commercial trucking and intercity and charter bus transport, federal and provincial regulations and laws; and studies. ***Program Record Number:*** DOT DSH 260

Railway Passenger Services
Description: Information on railway passenger services and systems in Canada, policies, programs and regulations. ***Topics:*** Passenger services, VIA Rail, finance and subsidies. ***Access:*** By subject, project and location. ***Program Record Number:*** DOT DSH 290

Railways/Freight and Grain
Description: Information on railway policies, programs, regulations, freight transportation operations and services, capacity, grain transportation and handling. ***Topics:*** Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; terminals; labour, environment. ***Access:*** By subject, project and location. ***Program Record Number:*** DOT DSH 285

Strategic Planning
Description: Information on the departmental strategic planning process and on corporate priorities as well as the periodic review of departmental objectives. ***Program Record Number:*** DOT PPD 005

Strategic Policy Development
Description: Information on policy development services and advice on multi-modal transport issues, monitoring and analyzing transport systems and formulating system strategies and proposals for government action as appropriate. ***Program Record Number:*** DOT PPD 010

Transportation Persons with Disabilities
Description: Information on activities related to the implementation of the federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; Minister's Advisory Committee on Accessible Transportation and Federal/Provincial/Territorial Committee on Road Transportation for Disabled Persons. ***Topics:*** Federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; public education. ***Program Record Number:*** DOT COD 020

Programs & Divestiture Group

Airport Lease Review

Description: Results of consultant's studies on various aspects of LAA operations and management; results of consultations with stakeholders on the performance of the four LAAs and of Transport Canada's associated programs and policies over the period 1992-1997; internal departmental analyses of divestiture issues. ***Topics:*** financial viability of LAAs; governance; representation of user interests; rent formula and Crown return; airport improvement fees; subsidies; transparency; federal income tax; ground leases. ***Storage Medium:*** EDP systems and paper files. ***Program Record Number:***DOT DAL 041

Airports

Description: Information on airport transfers, lease management and NAV CANADA. ***Topics:*** operation of residual TC airports; monitoring of transferred NAS airports; lease administration for NAS airports; Airport Capital Assistance Program; NAV CANADA issues. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT AAG 085

Environment

Description: Information on environmental policy and management for multi-modal transportation issues. ***Topics:*** Sustainable Development, Environmental Management Systems; environmental protection; environmental assessment; air quality including smog, climate change and ozone depleting substances; water quality including: aircraft/runway de-icing; waste management; environmental emergencies; contaminated sites and remediation; audits; greening operations, annual reports. ***Storage Medium:*** hard copy; TC Website - Environmental Affairs. ***Program Record Number:*** DOT DEA 043

Harbours and Ports

Description: Information on the establishment, administration, development, operation and maintenance of public ports and port facilities, including the establishment and collection of user charges. ***Topics:*** Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; returns and refunds. ***Access:*** By subject and geographic name of harbour or port. ***Program Record Number:*** DOT MPH 135

Wharves

Description: Information on the administration, operation and maintenance of marine facilities under the jurisdiction of the Port Programs and Divestiture, including the planning and development of port facilities and the establishment and collection of tariffs. ***Topics:*** Administration; rules and regulations; tariffs and fees; leases; inspections and wharf-owners. ***Program Record Number:*** DOT MPH 140

Safety and Security Group

Air Cushion Vehicles (ACV)

Description: Information on all aspects of air cushion vehicles. ***Topics:*** Regulations; registration; licensing; certification; inspection; training; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. ***Access:*** Files arranged by subject, names of personnel, and name, type and registration mark of ACV. ***Storage Medium:*** EDP systems. ***Program Record Number:*** DOT MSS 240

Air Navigation Services and Airspace (5400 Block)

Description: Information on safety and regulatory oversight of Canadian civil air navigation service providers as well as Canada's airspace. ***Topics:*** NAV CANADA's Operating Certificate; safety oversight; aeronautical studies; aviation weather standards; CNS/ATM systems; air traffic control standards; airspace. ***Access:*** Files arranged by subject and geographical site location. ***Storage Medium:*** EDP systems and paper records. ***Program Record Number:*** DOT SCA 053

Air Traffic Operations (5258, 5260 Block)

Description: Information on the development of policies, rulings, and rates for air carriage of freight, mail and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. ***Topics***: Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. ***Access:*** Files are arranged by subject, airline company, flying club, or school. ***Program Record Number:*** DOT DLC 095

Air Transportation Security

Description: Information on airport and air carrier security. ***Topics:*** Restricted areas; passenger screening; air carriers; airports; legislation; regulations; policies; agreements; procedures; ICAO; security programs; security equipment; inspections; enforcement. ***Program Record Number:*** DOT ABS 120

Aircraft (5008)

Description: Information on aircraft inspections, operations, types of aircraft. ***Topics:*** Registration, inspection and operation. ***Access:*** Files arranged by subject and aircraft markings. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT DLC 100

Aviation Medicine (5320 Block, 5802 Series)

Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. ***Topics:*** First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of

civil aviation personnel. ***Access:*** Files arranged by subject and name. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT DAM 130

Aviation Safety
Description: Information on the administration of national air transportation safety programs. ***Topics:*** Safety promotion projects such as Pilot Decision Making; Company Aviation Safety Management and Human Performance programs; research and analysis data; educational materials, posters, pamphlets, videos, newsletters. ***Access:*** Files arranged by subject and project. ***Program Record Number:*** DOT DSP 115

Civil Aeronautical Products - Safety and Approval (5010, 5011,, 5012, 5013, 5014, 5015)
Description: Information on aircraft, types and specifications, tests and approval of aeronautical products.. ***Topics***: Type of aircraft; type of engine; material and equipment. ***Access:*** Files are arranged by individual company and aeronautical product. ***Program Record Number:*** DOT DAB 110

Consultation Procedures on Aviation Legislation
Description: General information on the public consultation process concerning proposed legislation. ***Program Record Number:***DOT DEL 365

Control of Shipping
Description: Information on the control of shipping, including national shipping policy, ports, pilotage and marine services policy and international shipping policy. ***Topics:*** Coasting trade, freight movements, commodities, marine irregularities, merchant marine, port traffic. ***Program Record Number:*** DOT MPC 210

Dangerous Goods
Description: Information on policies, regulations, education programs and administrative matters relating to the transportation and handling of dangerous goods. ***Topics:*** Dangerous Goods and Regulations; commodities; engineering and safety standards; U.N. performance standards; type of packaging; nature and application of permit; enforcement; training and certification; awareness and information; CANUTEC; evaluation, analysis and risk assessments; research and development; liaison and agreements; committees and task forces; advisory board; education programs; inspections. ***Program Record Number:*** DOT TDG 035

Emergency Planning and Operations
Description: Information on Department of Transport emergency planning. ***Topics:*** NATO transportation planning Boards and Committees, emergency exercises; international consultations; Situation Centre; plans; agreements; vital points. ***Program Record Number:*** DOT ABS 340

Enforcement Policy and Procedures (5503, L1502 Block)
Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders and Canadian Aviation Regulations (CARS). ***Topics:*** Air regulations; air navigation orders; enforcement cases and Canadian Aviation Regulations (CARS). ***Access:*** Files arranged by subject and enforcement case. ***Program Record Number:*** DOT DEL 125

Examinations and Certificates (5802)
Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers. ***Topics:*** Licensing standards; examinations; certificates; air pilots; flight engineers; flight navigators; aircraft maintenance engineers; air traffic controllers. ***Access:*** Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers, or applicant for licences. ***Storage Medium:*** EDP systems and microfilm. ***Program Record Number:*** DOT DLC 105

Flight Operations
Description: Information on types of aircraft operated by the Department. ***Topics:*** Flight operations; technical services; quality assurance; training and systems safety. ***Program Record Number:*** DOT AAA 090

Harbours and Ports - Cargo Loading
Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. ***Topics:*** Rules and regulations; reports and returns; and appointments of surveyors and port wardens. ***Program Record Number:*** DOT MSS 195

High Speed Ships (HSC)
Description: information on all aspect of High Speed Ships, Hydrofoils, High Speed Catamarans and SWATH craft. ***Topics:*** Regulations; certification; inspection; training; examination and certification of personnel; companies and materials. ***Access:*** files arranged by subject, name, type and registration mark or HSC. ***Storage Medium:*** EDP systems ***Program Record Number:*** DOT MSS 240

Marine Security
Description: Information on marine security. ***Topics:*** Ship and port security; Canadian and international marine security initiatives; IMO technical security measures. ***Program Record Number:*** DOT ABS 335

Navigable Waters - Protection
Description: Information on policies and regulations, and applications and approvals for industrial and other

construction plans affecting navigable waters. ***Topics:*** Applications for approval; approval of construction; types of work; designation of navigable waters. ***Access:*** Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work. ***Storage Medium:*** Microfilm, file, computerized data bank. ***Program Record Number:*** DOT MAW 160

Navigation and Seamanship
Description: Information on navigation, seamanship. ***Topics:*** Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment. ***Program Record Number:*** DOT MSS 205

Rail Security
Description: Information on railway security. ***Topics:*** Railway security; legislation and agreements. ***Program Record Number:*** DOT DRS 300

Railway Safety
Description: Information on railway safety programs, policy development, rules, regulations, standards and their enforcement. ***Topics:*** Railway safety regulations; rules; standards; operations control; engineering; equipment; research and development; railway grade crossings; grade separations and railway relocation. ***Program Record Number:*** DOT DRS 295

Road Safety and Motor Vehicle Regulation
Description: Information on road and motor vehicle safety, commercial vehicle safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards, and safety regulations, liaison with the Motor Vehicle Test Centre and fuel economy programs. ***Topics:*** Road safety and motor vehicle and commercial carrier regulation; countermeasures development; accident and defect investigations; public information and complaints; vehicle importation; recall campaigns; motor vehicle engineering and safety standards; motor vehicle and commercial carrier safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; fuel economy and road safety data. ***Access:*** Files arranged by subject, project, company and safety standard. ***Storage Medium:*** EDP systems, test film, microfilm, and video tape. ***Program Record Number:*** DOT DTS 275

Security - General
Description: Information on departmental security and multi-modal security programs. ***Topics:*** Training; intelligence; electronic data processing and communications security; agreements; evaluations; incidents; clearances; physical security and security technology. ***Program Record Number:*** DOT ABS 345

Ships - Inspection
Description: Information on inspection, regulations and procedures, including small commercial vessel inspection. ***Topics:*** Regulations; procedures; small commercial vessel inspection; and capacity and horsepower plates. ***Access:*** Files arranged by subject. ***Program Record Number:*** DOT MSS 220

Ship Inspection - Appliances and Equipment
Description: Information on the testing and approval of ships' appliances and equipment. ***Topics:*** Engines; boilers; machinery; fire protection equipment; pollution prevention equipment; lifesaving equipment and materials used in construction of ships. ***Storage Medium:*** Microfilm. ***Program Record Number:*** DOT MSS 225

Ships, Inspection - Safety
Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. ***Topics:*** Explosives; dangerous goods; and load lines. ***Access:*** Files arranged by subject and names of ships. ***Program Record Number:*** DOT MSS 230

Ships, Inspection - Specific
Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. ***Topics:*** Ferries, drilling rigs, ships, ships' tackle and survey reports. ***Access:*** Files arranged by subject and names of ships. ***Storage Medium:*** EDP systems. ***Program Record Number:*** DOT MSS 235

Ships - Measuring and Surveying
Description: Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements. ***Topics:*** Rules; regulations; appointment of measuring surveyors, and agreements with other countries. ***Program Record Number:*** DOT MSS 245

Ships' Officers and Seafarers
Description: Information on the qualification and certification of ships' officers and seafarers. ***Topics:*** Masters and mates; engineers and seafarers; discharge books; seafarers identity documents; shipping masters; examinations; certificates; welfare and discipline; exemptions and clearance of vessels. ***Access:*** Files arranged by subject and names of ships' officers. Seafarers files are arranged in alphabetical order on hard copy. Information held in automated certification examination systems (ACES) on qualifications of ships' officers and issuance of discharge books. ***Storage Medium:*** EDP systems. ***Program Record Number:*** DOT MSS 200

Ships - Registration and Licensing
Description: Information on the registration and licensing of ships other than small recreational vessels. ***Topics:*** Ports of registry; ships registered and ships licensed. ***Access***: Files arranged by subject and names of ships. ***Storage Medium:*** EDP Systems. ***Program Record Number:***DOT MSS 215

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Communications Group

Client Feedback Tracking System
Description: This bank contains the names and e-mails addresses of individuals who have submitted comments or questions using the feedback form on Transport Canada's Internet/Internet sites; the responses to such comments/questions and any other information relevant to the processing of these comments/questions. ***Class of Individuals:*** General public and employees. ***Purpose:*** This information is compiled in order to process the comments/ questions received and to track the responses given. In addition, the information is made available to Transport Canada personnel for the purpose of improving service to our Website clientele. ***Consistent Uses:*** The information will be used by various members of the department who are responsible for maintaining pages on the TC Web sites. ***Retention and Disposal Standards:*** 3 years and then disposed of. ***TBS Registration:*** 004250. ***Bank Number:*** DOT PPU 079

Corporate Services Group

Access to Information Request Files
Description: This bank contains information relating to individuals having made application under the Access to Information Act to access records under the control of the Department of Transport, the replies to such requests and any other information relevant to the processing of the requests. It also includes information of individuals who informally request departmental information through the ATIP office. ***Class of Individuals:*** Individuals who have exercised their rights under the Access to Information Act. ***Purpose:*** This information is compiled to process requests submitted, and to allow individuals to exercise their rights under the legislation. ***Consistent Uses:*** The information may also be used to compile statistics in relation to reporting requirements or in relation to studies on developing trends on the use of the legislation. ***Retention and Disposal Standards:*** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. ***TBS Registration:*** 001888 ***PAC Number:*** 88-001 ***Bank Number:*** DOT PPU 069

Automated Label Processing System (ALPS)
Description: This bank contains the names and addresses of individuals who receive printed information and documents issued or distributed by officials of the Department. Also included is a listing of publications distributed via ALPS. ***Class of Individuals:*** The information relates to departmental employees and the general public. ***Purpose:*** The purpose of this bank is to distribute information according to the individual's interest. A specific mailing list may on occasion be shared with another organization within the Department in response to a specific request. ***Retention and Disposal Standards:*** Lists are updated regularly, and therefore kept indefinitely. ***TBS Registration:*** 003373 ***Bank Number:*** DOT PPU 083

Executive Correspondence
Description: This bank contains general correspondence to the Minister, Minister's Staff, as well as background information provided by departmental officials which is used in the responses. ***Class of Individuals:*** Members

of the public making inquiries on the programs and policies of the Department and related agencies; also Members of Parliament and the Cabinet. ***Purpose:*** To record correspondence from the public on departmental policies, programs and issues. ***Retention and Disposal Standards:*** Paper records are retained for up to six months following a change in Ministers, after which they are sent to the National Archives of Canada. ***PAC Number:*** 86-001. ***TBS Registration:*** 002308 ***Bank Number:*** DOT PPU 066

Expenditure Accounts and Control
Description: Among other information, this bank contains information pertaining to the payment of professional fees, travel and miscellaneous expenses to consultants, personal service contractors under contract with Transport Canada and reimbursements of travel expenses, training and awards to employees. All information is derived from the Intergrated Departmental Financial and Material Management System (IDFS). Also, payment of fellowships, honorarium fees to private sector individuals with whom Transport Canada has entered into an agreement to extend this financial assistance. ***Class of Individuals:*** Private sector individuals under contract/other agreement with Transport Canada for the provision of professional/special services. ***Purpose:*** This bank is used for the payment of invoices and claims submitted by contractors and employees. ***Retention and Disposal Standards:*** The files are preserved for a six-year period (in Transport Canada for two years and thereafter sent to the National Archives of Canada). ***PAC Number:*** 83-004, 86-001. ***TBS Registration: 001594 Bank Number:*** DOT PPU 080

Human Rights - Complaints
Description: This bank is under the control of the departmental Human Rights Coordinator. The files contain copies of all documents related to the CHRC complaint process, i.e. from the Complaint Form through to the final CHRC decision or Terms of settlement. ***Class of Individuals:*** General public and employees. ***Purpose:*** This bank maintains records of complaints made against the Department of Transport to the Canadian Human Rights Commission. ***Retention and Disposal Standards:*** Two years. ***PAC Number:*** 83-004 ***TBS Registration:*** 001592 ***Bank Number:*** DOT PPU 070

Information Disclosures to Investigative Bodies
Description: This bank contains copies of requests for disclosure of personal information and replies to federal investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains information related to the processing of those requests. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to Parliament on the number of such requests received annually. ***Class of Individuals:*** Individuals about whom requests for their personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act, from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for two years from the date of the most recent action on file and are then destroyed. ***Related Program Number:*** ENV CPS 010. ***TBS Registration:*** 002326 ***Bank Number:*** DOT PPU 068

Integrated Departmental Financial And Material Management System
Description: This bank contains information for reporting of contract statistical data on contracts awarded by the Department. ***Class of Individuals:*** The information relates to contractors, contract entry conditions project title, value and location of the work. ***Purpose:*** The system was introduced to integrate the finance and material management functions into one system. ***Retention and Disposal Standards:*** Files are retained for seven years. ***TBS Registration:*** 003372. ***Bank Number:*** DOT PPU 078

Privacy Request Files
Description: This bank contains information relating to individuals who have made application under the Privacy Act, to access personal information records under the control of the department, the replies to such requests and any other information relevant to the processing of the requests. It also includes information of individuals who informally request personal information through the ATIP office. ***Class of Individuals:*** Individuals seeking access to, and others entitled to seek personal information pursuant to the Privacy Act. ***Purpose:*** This information is compiled to process requests submitted, and to allow individuals to exercise their rights under the legislation. ***Consistent Uses:*** The information may also be used in the compilation of statistics in relation to reporting requirements or in relation to studies on the developing trends on the use of the legislation.. ***Retention and Disposal Standards:*** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. ***TBS Registration:*** 001887 ***PAC Number:*** 86-001. ***Bank Number:*** DOT PPU 067

Revenue Accounting and Control
Description: Among other information, this bank is used for managing billing and accounts receivable systems to effect cost recovery on behalf of Transport Canada, as well as the receipt and deposit of public money. Related information is maintained to administer these accounting responsibilities. All information is derived from the Integrated Departmental Financial and Material Management System (IDFS). ***Class of Individuals:***

Private sector individuals to whom invoices are issued to record their indebtedness to the Government of Canada. ***Purpose:*** Information is obtained for the billing system, the accounts receivable system, and receipt and deposit of public money. ***Retention and Disposal Standards:*** In accordance with the Government of Canada retention and destruction periods for financial records, six years. ***PAC Number:*** 83-004, 86-001. ***TBS Registration:*** 001593. ***Bank Number:*** DOT PPU 075

Staffing

Description: This bank contains applications for employment describing personal characteristics and histories of educational and working backgrounds of applicants. Some applications also contain unsolicited performance appraisals. This bank may also contain exams taken by applicants, and results of such exams. ***Class of Individuals:*** Public servants and the general public. ***Purpose:*** The purpose of this information bank is to maintain a record of candidates seeking employment in the Department. It is used to fill vacant positions in conformity with the Public Service Employment Act and Regulations. ***Retention and Disposal Standards:*** Files are retained for two years. ***PAC Number:*** 83-004, 86-001. ***TBS Registration:*** 001053 ***Bank Number:*** DOT PPU 060

Safety and Security Group

Air Cushion Vehicle Personnel Certification

Description: These files contain records of information related to the certification of crew members or engineers for employment on Air Cushion Vehicles granted in accordance with Part IV of Air Regulations. It contains names, dates of birth, technical education and qualifications of applicants, examination results and departmental certificates issued. ***Class of Individuals:*** All persons who have applied for certification as an Air Cushion Vehicle crew member or engineer. ***Purpose:*** The purpose of this bank is to provide documentation confirming that applicants are appropriately qualified, and certificated, in accordance with departmental requirements. ***Consistent Uses:*** To authenticate decisions relating to examination requirements and to provide a record of an individual's career progress. ***Retention and Disposal Standards:*** Files are retained for 2-5 years following the individuals' deaths before transfer to Historical Archives. ***Related Program Number:*** DOT MSS 240. ***PAC Number:*** 77-018. ***TBS Registration:*** 002302 ***Bank Number:*** DOT PPU 039

Aircraft

Description: This bank contains the names, addresses and telephone and fax numbers of current and previous registered owners of aircraft registered in Canada. Copies of the following are found on the aircraft file: completed application forms for the registration and leasing of aircraft; legal documents which show eligibility of applicant to be the registered owner of a Canadian aircraft (IMM1000 form; articles of incorporation, etc.); legal documents which show legal custody and control, i.e. bills of sale, lease agreements, last will and testaments, divorce decrees; Certificates of Registration , Leasing Authorizations and Advisories; correspondence between Transport Canada and the owner in regard to matters concerning the registration of aircraft. ***Class of Individuals:*** Current and previous registered owners of Canadian registered aircraft. ***Purpose:*** This information is used for the registration and leasing of Canadian registered aircraft to eligible individuals or entities who have custody and control of the aircraft. A register (Canadian Civil Aircraft Register) with the name and address of each registered owner is maintained and published by Regulation. ***Consistent Uses:*** The Canadian Civil Aircraft Register is used extensively for the dissemination of safety information. The Canadian Civil Aircraft Register is accessible by the general public. ***Retention and Disposal Standards:*** Files are microfilmed five years after cancellation; paper records are then destroyed, and microfilms are forwarded to the National Archives of Canada. ***Related Program Number:*** DOT DLC 100 ***TBS Registration:*** 001044. ***Bank Number:*** DOT PPU 010

Airport Restricted Areas Access Security Clearances

Description: This bank contains completed personal histories; summaries of Canadian Security Intelligence Service (CSIS) investigations, fingerprint cards, criminal histories; and correspondence related to the security clearances of individuals working in or applying to work in the restricted areas of airports. ***Class of Individuals:*** Individuals working in or applying to work in restricted areas of airports, who are not applying to work in or working for the federal government by way of appointment, assignment or contract. ***Purpose:*** The purpose of this bank is to record information pertinent to the determination of the appropriate level of security clearance for individuals working in or applying to work in a restricted area of an airport but who are not candidates for or employees of positions in the federal government requiring security clearances. In making decisions on levels of clearance, institutions may refer only to the information contained in this bank and not to investigative information contained in the CSIS bank. ***Consistent Uses:*** To support the decisions to allow access to restricted areas of airports. ***Retention and Disposal Standards:*** Records are destroyed two years following notification that access to the restricted areas of airports is no longer required. ***TBS Registration:*** 002868. ***Bank Number:*** DOT PPU 093

Airside Vehicle Operators Permit (AVOP)

Description: The bank contains personal information, related employment, evaluated knowledge and skill tests and results, related permit and security clearance number, copy of the permit issued and site endorsement records. ***Class of Individuals:*** All persons operating a vehicle without escort on that portion of an airport to which

public access is normally restricted. ***Purpose:*** This bank is established to identify the location where records are held and to administer, monitor and control the issuance of airside vehicle operators permits at Canadian airports. ***Consistent Uses:*** Used in support of licence, suspension/revocation/court action requiring supporting evidence about the licence. ***Retention and Disposal Standards:*** Records are retained for the active life of the permit plus three years. ***Related Program Number***: DOT AAG 085 ***TBS Registration:*** 001898. ***Bank Number:*** DOT PPU 085

Aviation Legislation Consultation
Description: This bank contains comments from the public on proposed aviation legislation received as a result of publication of proposed legislation in the Canada Gazette, Part I, or on a solicited or unsolicited basis. ***Class of Individuals:*** General public. ***Purpose:*** Comments are obtained for the purpose of developing aviation legislation that is as responsive as possible to the needs of the aviation community and the public. Furthermore, consistent with the procedures of the Canadian Aviation Regulation Advisory Council (CARAC), comments received following pre-publication in Canada Gazette, Part I and/or proposals for regulatory change may be brought to the responsible CARAC Technical Committee for consideration and development of regulatory recommendations. ***Retention and Disposal Standards:*** To be determined. ***Related Program Number:*** DOT DEL 125. ***TBS Registration:*** 002300 ***Bank Number:*** DOT PPU 016

Aviation Licensing Database
Description: It contains personal characteristics, aviation training reports, routine medical reports, skills and licensing details on individual holders of civil aviation permits and licenses. Material on enforcement activities under the Aeronautics Act, and the Canadian Aviation Regulations (CARs) is also included, as well as occasional information related to enforcement under the Criminal Code. Pilot licence numbers are listed for search and rescue purposes. ***Class of Individuals:*** Air pilots, aircraft maintenance engineers, flight engineers, air traffic controllers, flight navigators, applicants for licences. ***Purpose:*** This bank is established to administer the issuance of Canadian Aviation Personnel licenses. It is used to monitor and control the issuance of licenses and permits. The list is used to issue Transport Canada safety and information publications to these individuals. ***Consistent Uses:*** Information on an individual's type of licence, ratings and validity date is released to the general public in response to a specific request. ***Retention and Disposal Standards:*** Individual files are destroyed when a person dies or reaches the age of 100. ***Related Program Number:*** DOT DLC 095 ***PAC Number:*** 80-029 ***TBS Registration:*** 001043 ***Bank Number:*** DOT PPU 005

Aviation Medical Licensing Data Bank
Description: This bank contains a summary of medical information, proficiency data, accident and enforcement data pertinent to the determination of fitness for aviation duties. ***Class of Individuals:*** Restricted to individuals with non-routine medical reports provided for licensing under the Aeronautics Act. ***Purpose:*** To ensure consistent application of medical standards to borderline cases from all regions. ***Retention and Disposal Standards:*** Files are retained for ten years. ***PAC Number:*** 80-029. ***TBS Registration:*** 001046 ***Bank Number:*** DOT PPU 020

Certificates of Competency and Service as Engineer at Sea
Description: This bank is a record of information on all certificates of Competency as Engineers or service granted in accordance with section 115 of the Canada Shipping Act. It contains names, dates and places of birth, grades and classes of certificates, places of examination and the dates of issue of certificates as issued to Canadian citizens, or permanent residents of Canada who passed the appropriate examinations. ***Class of Individuals:*** All persons who have made application for, or who hold a certificate of competency or service as Engineer at Sea. ***Purpose:*** The bank is used to confirm that an individual is qualified to act in a particular capacity on board a ship and to ascertain that the individual may be named in an exemption. The bank is also used to facilitate the replacement of a lost certificate, etc. ***Retention and Disposal Standards:*** There is an on-going review of individual files and if no related correspondence within the last 5 years, the file is destroyed. ***Related Program Number:*** DOT MSS 200 ***TBS Registration:*** 001899 ***Bank Number:*** DOT PPU 038

Certificates of Competency and Service as Master or Mate
Description: This bank is a record of information on all certificates of competency or service granted in accordance with section 111 of the Canada Shipping Act and to record information on all certificates issued pursuant to section 135 of the Act. It contains names, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate or obtained any certificate pursuant to section 232 of the Act. ***Class of Individuals:*** All persons who have made application for, or who hold a certificate of competency or service as master or mate on a Canadian ship. ***Purpose:*** The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates. ***Retention and Disposal Standards:*** There is an on-going review of individual files and each file is destroyed

five years after last action ***TBS Registration:*** 001048. ***Bank Number:*** DOT PPU 030

Certificates of Competency as a Marine Engineer
Description: This bank records information on the issue of marine engineer certificates as required by section 126 of the Canada Shipping Act. It contains dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency. ***Class of Individuals:*** Canadian citizens, permanent residents of Canada and citizens of Commonwealth countries who wish to take Canadian Coast Guard marine engineering examinations. ***Purpose:*** The bank is used to ascertain that an individual has been granted a specific marine engineer certificate. ***Retention and Disposal Standards:*** Files are destroyed when the individual dies or reaches the age of 70. Related Program Number: DOT MSS 200. ***PAC Number:*** 77-018 ***TBS Registration:*** 001049 ***Bank Number:*** DOT PPU 035

Electrocardiographic (ECG) Records
Description: This bank functions as a central repository for electrocardiographic records for licensed aviation personnel. Data includes ECG records with or without interpretation records. ***Class of Individuals:*** Aviation personnel who require ECG's for licensing purposes. ***Purpose:*** Licensing and research. ***Retention and Disposal Standards:*** Files are retained for 75 years. ***PAC Number:*** 80-029. ***TBS Registration:*** 001047 ***Bank Number:*** DOT PPU 025

Enforcement
Description: These files contain case histories of all individuals in enforcement actions. ***Class of Individuals:*** Persons identified in enforcement actions, whether or not they are holders of Canadian aviation documents, and foreign nationals, whether they are licence holders or not. ***Purpose:*** This information is used in the development of enforcement policies and procedures, functional supervision and auditing of enforcement activities by regional offices, communication with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the Aeronautics Act and its regulations and various related administrative functions and for statistical Purposes. ***Retention and Disposal Standards:*** Files are retained for five years or less where required by law or policy. ***PAC Number:*** 80-029. ***TBS Registration:*** 001045 ***Bank Number:*** DOT PPU 015

Level II Motor Vehicle Accident Data
Description: This bank contains information obtained through the process of motor vehicle collision investigations. Annually, approximately 1,000 collisions were randomly selected and investigated across Canada during the period 1982-1992 resulting in over 11,000 level II collision investigations. The data consists of 26 files of information for each collision investigated including vehicle type and damage. ***Description:*** driver, passenger and non-occupant condition (through interviews and police reports); personal injuries sustained (through interviews, police reports, hospital records and coroner information); vehicle defect information; safety devices in use and, accident configuration data. ***Class of Individuals:*** Persons involved in motor vehicle collisions (occupants and non-occupants). ***Purpose:*** The intended use of the information is research into the causes of highway deaths and injuries to develop countermeasures for their prevention. This will not involve matching specific people with accident information. ***Retention and Disposal Standards:*** Records are retained for continuous use and will be held indefinitely. ***Related Program Number:*** DOT DTS 275 ***TBS Registration:*** 002693 ***Bank Number:*** DOT PPU 090

Records of Sea Service for Canadian Merchant Navy
Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seafarers. The records maintained by Transport Canada cover the period commencing 1948 to present date. Records in Transport Canada are in constant use. ***Class of Individuals:*** Canadian Merchant Seafarers. ***Purpose:*** This bank is to record information on Canadian Seafarers in order to provide statements of sea service when required by seafarers and other departments. ***Consistent Uses:*** Information verifying individual's sea service is released to the Seafarers International Union of the Department of Veterans Affairs upon request. ***Retention and Disposal Standards:*** Log books are retained for 15 years in Transport Canada Archives, then forwarded to the National Archives of Canada for retention. Articles of Agreement are microfilmed in the Department at the end of every second year and the paper records are destroyed. Original rolls of microfilm are forwarded to the National Archives of Canada after 30 years. ***TBS Registration:*** 001050 ***Related Program Number:*** DOT MSS 200. ***PAC Number:*** 77-018. ***Bank Number:*** DOT PPU 040

Register of Ships
Description: This bank contains the names, addresses and citizenship of ship owners; and the names and addresses of mortgagors of ships. The bank also contains details on the ship, and on transfers of ownership, registrations and discharges of mortgages, etc. The Register may be inspected by any person for any reason. Copies of the Register may also be obtained. An annual List of Ships is published and may be purchased from Canada Communications Group. ***Class of Individuals:*** Ship owners and ship mortgagees. ***Purpose:*** The information is compiled to comply with section 7 of the Canada Shipping Act. The Register of Ships confers the right to fly the Canadian flag. Registered ships are entitled to the protection of the Crown and limitation of liability. The Register is a title system for ship ownership and registrations of mortgages. ***Retention and Disposal***

Standards: Files are retained for 20 years after closure of ship. Related Program Number: DOT MSS 215. ***PAC Number:*** 77-018 ***Bank TBS Registration:*** 002304 ***Number:*** DOT PPU 041

Registry of Imported Vehicle
Description: This bank contains information about the importation of vehicles from the United States into Canada. ***Class of Individuals:*** All persons importing vehicles from the United States into Canada. ***Purpose:*** To ensure that imported vehicles comply with the Canada Motor Vehicle Safety Standards. ***Retention and Disposal Standards:*** To be determined. ***TBS Registration:*** 003938 ***Bank Number:*** DOT PPU 275

Special Motor Vehicle Accident Investigations
Description: These reports contain findings of studies done to evaluate new safety equipment, i.e.,: air bags/automatic seatbelts, and the potential hazard when vehicles collide with vehicles propelled by propane or natural gas (as well as public concern over accidents involving special circumstances/user groups, e.g. school bus accidents, heavy truck collisions, etc). ***Class of Individuals:*** All persons involved in such accidents (occupants and non-occupants). ***Purpose:*** The intended use of all data is to evaluate the effectiveness of safety standards and to keep abreast of safety problems that may arise due to new technologies and the ever-changing road travel environment. ***Retention and Disposal Standards:*** These reports will be held for at least five years. ***TBS Registration:*** 002691. ***Bank Number:*** DOT PPU 092

Vessel Licences
Description: This bank contains the name and address of the licence holder; and the length, breadth, depth and estimated tonnage of the vessel. ***Class of Individuals:*** Actual and previous owners of small commercial vessels. ***Purpose:*** The purpose of this bank is to issue licences to, and provide identification of, owners of small commercial vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessel Regulations. Licenses are issued by Transport Canada. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc. ***Consistent Uses:*** This bank is also used by: officers of federal/provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property; operators of canals and locks for collecting fees and regulating traffic; operators of marinas for assessing dues and fees for docking facilities; yacht brokers to establish ownership when purchasing or taking vessels as trade-ins; banks and other financial institutions to identify owners of vessels pledged as security for loans; insurance companies to establish ownership before settling claims resulting from theft, loss or damage. Information held on the bank may be divulged to provincial tax authorities in accordance with federal-provincial agreements. ***Retention and Disposal Standards:*** Records are retained indefinitely. ***Related Program Number:*** DOT MSS 215. ***PAC Number:*** 77-018 ***TBS Registration:*** 002305***Bank Number:*** DOT PPU 042

Manuals

- A Comparison of the Effects of Urea, Potassium Acetate, Calcium Magnesium Acetate and Sodium Formate Runway De-icers on the Environment - Halifax International Airport (TP-12285)
- A Guide for the Tonnage Measurement of Ships (TP-12234)
- A Guide to Preparing Memoranda to Cabinet (TP1091)
- A Guide to Structural Fire Protection (TP-11469)
- A Historical Look at the Federal Government's Involvement in Highway Infrastructure (TP-12799)
- A Model for Forecasting Air Travel Demand Between Canada and Abroad (TP-6184)
- A Profile of the Canadian Highway System 1987 (TP-8921)
- A Review of Ambient Air Quality at Major Canadian Airports (TP 9609)
- Access for All - Transport Canada's Policy on Accessible Transportation (TP-5014)
- Administrative Policy Manual (TP-104)
- Advisory Notice Guidelines for Training Criteria (TP-9554)
- Aeronautics and the Criminal Code (TP-8470)
- Air Carrier Certification Manual (TP-4711)
- Air Carrier Check Pilot Manual (TP-6533)
- Air Carrier Merger Procedures Guide (TP-9908)
- Air Navigation Orders (TP-718)
- Air Navigation Resource and Project Synopsis (TP-3135)
- Air Navigation System (TP-10458)
- Air Traffic Control Procedures and Pilot/Controller Responsibilities Examination (TP-2900)
- Air Traffic Designators (TP143)
- Air Traffic Review (TP-1715)
- Air Traffic Services Administration and Management Manual (ATSAMM) (TP-704)
- Aircraft Maintenance Engineer Licence (TP-3043)
- Aircraft Movements, Preliminary (TP1496)
- Aircraft Movement Statistics, Annual (TP577)
- Aircraft Movement Statistics, Monthly (TP141)
- Aircraft Services Directorate Policies and Procedures Manual (TP-9962)
- Airport Air Quality Manual (TP-12176)
- Airport Environment Emergency Manual (TP-9946)

- Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas (TP-2633)
- Airport Waste Management Manual (TP-12704)
- Airport Water Quality Manual (TP-12233)
- Airports Environmental Journal (TP-10539)
- Airports Group Environmental Auditing Program (TP-10630)
- Airworthiness Branch Bulletin Board System User Manual (TP-11497)
- Airworthiness Branch Procedures Manual (TP-11294)
- Airworthiness Notices (TP-4914)
- Airworthiness Programs Monthly Report (TP-5252)
- Aluminum Hull Welding Inspection Standard (TP-9035)
- An Economic Model of Inter-Urban Traffic on the Canadian Highway Network (TP-12800)
- An Evaluation of the Accuracy of Aviation Activity Forecasts - Lester B. Pearson International Airport (TP-10830)
- An overview of Non-hazardous Waste Management at Transport Canada Airports (TP-11060)
- An Overview of the Railway Safety Act (TP-10199)
- An Update of the PTAM (Passenger Traffic Allocation Model) Objective Functions Coefficients (TP-6478E)
- Analysis of Air Quality Monitoring Results - Montreal International Airports-Dorval 1992 (TP-12280)
- Annual Report - Airworthiness Inspection Division (TP-4879)
- Annual Report - Transport Canada's Airport Group Stormwater Monitoring Program (TP-10080)
- Annual Training Plan (TP-6915)
- ANS Policies (TP-9474)
- Approval and Inspection of Personal Buoyant Water Safety Devices (TP-11641)
- Area Control Centres and Terminal Control Units (TP 8267)
- Assets Management Disposal System User Manual (TP-1134)
- Atlantic Region Freight Assistance Program 1992 Database Development (TP- 12153)
- Atlantic Region Freight Assistance Program Information Paper (TP-12105)
- Audit and Advisory Services Handbook
- Authorized Approach Unicom (TP-11396)
- Aviation Occupational Safety and Health Compliance Manual (TP-7886)
- Aviation Regulation Available Publications (TP-12413)
- Aviation Regulation Directives (TP-8749)
- Aviation Regulation Handbook (TP-8618)
- Aviation Regulation Planning Overview (TP-10472)
- Aviation Regulation Working for your Safety (TP-11645)
- Aviation Regulation's Regulatory Philosophy (TP-12462)
- AWOS (Automated Weather Observation System) (TP-12331)
- Balloon Pilot Licence Including Flight Instructor Rating (TP-10087)
- Behind the Words (Transportation of Dangerous Goods Act) (TP-11547)
- Cabin Safety Technical Standards (TP-12295)
- Canada Motor Vehicle Safety Act: Guidelines on Enforcement and Compliance Policy (TP-12597)
- Canada's International Air Transportation Policy (TP-12276)
- Canada's National Highway System: A Description (TP-12833)
- Canadian Aeronautics Code (TP-10743)
- Canadian Air Carrier Certification Manual (TP-4711)
- Canadian Code of Safe Practice for Ships Carrying Timber Deck Cargoes (TP-2534)
- Canadian Code of Safe Practice for Solid Bulk Cargos (TP-5761)
- Canadian Commercial Air Service Operations Certification Requirements and General Information (TP-8880)
- Canadian Road Safety and Public Highway Infrastructure (TP-12801)
- Canutec - Canadian Transport Emergency Centre (TP-2553)
- Civil Aircraft Activity in Canada (TP 2468)
- Civil Aviation Terminology Manual (TP-7762)
- Coastal Inflatable Life Raft (TP-11342)
- Code of Nautical Procedures and Practices (TP-1018)
- Collision Regulations, Office Consolidation (TP-10739)
- Combination of Forecasts (TP-6624)
- Community Aerodrome Radio Stations (TP-3323)
- Community Aerodrome Radio Stations Administration Manual (TP-10064)
- Compliance Procedures Manual (TP-4751)
- Construction Standards for Small Vessels (TP-1332)
- Control Tower Site and Design Standards (TP-210)
- Cost Recovery Policy and Procedures for Clean-up of Fuel Spills and Escape of Other Dangerous Things (Chemical Spills) or Other Pollution (TP-1498)
- Dangerous Goods - Guide to Initial Emergency Response 1992 (TP-7341)
- Dangerous Goods Inspectors Manual (TP-385)
- Deck Cargo Safety Code (TP-2072)
- Defect Investigation Procedures (TP-6891)
- De-icing and Environmental Protection Review (TP-12741)

- Digest of Civil Aeronautics Jurisprudence (TP-4312)
- Driver Awareness Survey - Railway Crossings (TP-11441)
- Emergency Preparedness Manual (TP-13118)
- Engineering and Inspection Manual, Parts I and II (TP-51212)
- Engineering Monitoring Programs (TP-13433)
- Environmental Evaluation Protocol for Runway De-icers (TP-12827)
- Environmental Impact From the Use of Potassium Acetate (KA) at Halifax International Airport (TP-12286)
- Environmental Management Program (TP 11933)
- Environmental Management System Manual (TP 13137)
- Environmental Spills at Transport Canada Airports - Annual Report (TP-11129)
- Equivalent Standards for Fire Protection of Passenger Ships (TP-2237)
- Examination and Certification of Masters and Mates (Publication Examination - 1979) (TP-2293)
- Financial Policy and Procedures Manual (TP-117)
- Flight Engineer Licence (TP-4381)
- Flight Instructor Guide - Night Flying (TP-975)
- Flight Instructor Rating - Aeroplane (TP-2810)
- Flight Instructor's Guide - Part I (TP-4417)
- Flight Navigator Licence (TP-3614)
- Flight Operations Manual - Helicopters (TP-3493)
- Flight Operations Manual, Fixed Wing Aircraft (TP-3463)
- Freight Transportation Trends and Forecasts (TP-12388)
- Further Development of Shipboard Fibre Optic Standards (TP-10026)
- Glider Pilot Licence (TP-876)
- Glycol Monitoring Program - Annual Report (TP-12576)
- Green Workplace Guide (TP-12136)
- Guidance Manual for Application of Air Navigation Order, Series 1, No. 2 (TP-3640)
- Guide for Designated Flight Test Examiners (TP-2654)
- Guide to Benefit-Cost Analysis in Transport Canada (TP-11875)
- Guide to Inspection Regulations for Small Fishing Vessels (TP-782)
- Guide to Internet Publishing at Transport Canada (TP-13455)
- Guide to Opportunities for Recycling and Waste Reduction at Transport Canada Airports (TP-11061)
- Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants (TP-9834)
- Guidelines for the Examination of Shipboard Oil Pollution Emergency Plans (TP-12126)
- Guidelines for the Operation of Tankers and Barges in Canadian Arctic Waters (Interim) (TP-11663)
- Guidelines Respecting Helicopter Facilities on Ships (TP-4414)
- Handbook of Environmental Policies and Recommended Practices (TP 12119)
- Helicopter Maintenance Engineer Shipboard Manual (TP-4986)
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, including Aeroplane to Helicopter Pilot Licence (TP-2476)
- Highway Benefit-Cost Analysis: A Review of Evidence (TP-12790)
- Highways and Logistics and Production Performance (TP-12791)
- Holding Criteria Document (TP-345)
- IDFS Procedures Manual (TP-11906)
- Impact of Sodium Acetate Pavement De-icer on Airport Stormwater Quality (TP 12738)
- Information Management Manual (TP-11414)
- Information Management Methodology Manual (TP-11503)
- IN/IT Framework (TP 12247)
- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations (TP-1896)
- Instrument Rating (TP-691)
- Intelligent Transportation Systems and Highway Infrastructure (TP-12836)
- Interim Directives for the Management of Electronic Information (TP12314)
- Interim Standards for the Construction, Equipment and Operation of Passenger Ships in Sea Ice Areas of Eastern Canada (TP-8941)
- International Code of Signals (TP-2323)
- Land Transportation Services - a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP13440)
- Liability through the Exercise of Delegated Authority (TP-11825)
- List of Civil Aviation Publications (TP-3680) (Consult this list for all of Civil Aviation's publications)
- Macroeconomic Performance and Public Highway Infrastructure (TP-12792)
- Making Presentations (TP-9997)
- Managers Guide to Contracting (TP-10822)
- Managers Handbook on Operating Budgets (TP-11563)
- Manual of Environmental Protection: Design and Construction-Southern Canada (TP-791)

- Manual of Environmental Protection: Planning - Southern Canada (TP-1000)
- Manual of Environmental Protection: Northern Canada (TP-2643)
- Manual of Equipment, Part 2: Operational Information Display (TP-1057)
- Manual of Equipment, Part I: Radar (TP-541)
- Manual of Special Aviation Events (TP-389)
- Manual on Airside Vehicle Operators Permit (AVOP) System (TP-7596)
- Manuscript Standards and Guidelines for Transport Canada Publications (TP-4529)
- Maritime Transportation Services - a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP13439)
- Master Index of Telecommunications and Electronics Standards and Procedures (TP-923)
- Material and Contracting Services Manual (TP-103)
- Material Specification for Coated Fabrics used in the Manufacture of Inflatable Liferafts (TP-1324)
- Micro Computer NEF System Users Manual (TP-6907)
- Minister's Observer Manual (TP-11776)
- Mobility Plus ? A transportation newsletter for the disabled community (TP-7115)
- National Strategy for ozone-depleting refrigerants (ODRs) management (TP-12177)
- Navigating Appliances and Equipment Standards (TP-3668)
- Objectives, Organization and Policies Document, Volume III, (TP-1838)
- Oil Handling Facilities Standards (TP-12402)
- On Line: Railway Safety's Quarterly Newsletter (TP-13463)
- Operating Costs of Trucks in Canada - 1990 (TP-921)
- Operational Safety Review - Proposed VFR Visibility Limits (TP-12408)
- Operational Safety Review - Remote Flight Information Services - Goose Bay Flight Service Station (TP-12485)
- Operational Safety Review - Risk Associated with NDB Approaches and Circling Procedures in Canada (TP-12304)
- Performance Standard for 406Mhz Satellite Emergency Position Indicating Radiobeacon (EPIRB) (TP-4522)
- Personnel Bulletins - Transport Canada (TP-1030)
- Personnel Licensing Handbook: Volume 1 - Flight Crew (TP-193),
- Personnel Licensing Handbook Volume 2 - Aircraft Maintenance Engineers and Air Traffic Controllers (TP-194),
- Personnel Licensing Handbook Volume 3 - Medical Requirements (TP-195)
- Personnel Licensing Medical Procedures Manual (TP-1794)
- Pilot Decision-making Manual for Private Pilot Training (TP-8940)
- Plan for the Security Control of Air Traffic and Air Navigation Aids (SCATANA) (TP-1258)
- Plastic Piping Standards (TP-1083)
- Post Flight (TP-9230)
- Preliminary Environmental Impact Assessment of Glycol-Based De-icing Fluids in the Groundwater System at Ottawa International Airport (TP-7021)
- Primary Investigation on the Use of Pesticides at Canadian Airports (TP-9845)
- Printing Standard for Transport Canada Publications (TP-6144)
- Procurement Manual (TP-6444)
- Project Management Policy and Guidelines Manual (TP-3867)
- Publication Standard for Transport Canada Manuals (TP-6000)
- Publishing Guide - Preparing Transport Canada Publications (TP-6864)
- Radar Flight Check Manual (TP-1334)
- Railway Safety Officers Pamphlet (TP-11359)
- Records Management Users Guide (TP-1296)
- Records Office Procedures Manual (TP-2331)
- Reference Manual on Port Reception Facilities for Marine Wastes in Canada (Major Ports) (TP-12334)
- Regulatory Compliance Manual (TP-3352)
- Report on the Stormwater Quality Monitoring Program at CATA Airports (TP-5403)
- Report on Waste Management Practices at Transport Canada Airports (TP-12127)
- Review of Subsections 8(3) to 8(5) of the Motor Vehicle Transport Act, 1987 (TP-11283)
- Review of the Motor Vehicle Transport Act: Position Paper (TP13162)
- River Rafting Standards (TP-8643)
- Road Infrastructure Expenditures, Fuel Taxes and Road related Revenues in Canada (TP-12795)
- Routing Standards (TP-1802)
- Rule-Making Policies and Procedures Manual (TP-2713)
- Sail Training Vessel Standard (TP-13313)
- Sample examination for Private Pilot Licence - Aeroplane (TP-2894)
- Security and Emergency Preparedness Group Inspection and Enforcement (TP 9192)

- Self-Paced Study Package for the Flight Instructor Guide - Section I (TP-4416)
- Senior Commercial and Airline Transport Pilot Licence (TP-690)
- Ship Safety Electrical Standards (TP-127)
- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Convention Ships) (TP-10405)
- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Non-Convention Ships) (TP-10943)
- Ship Safety Standard for In-Water Surveys (TP-11249)
- Solas Life-Jacket Requirements (TP-7318)
- Sport Parachuting (TP-5668)
- Stability, Subdivision and Load Line Standards (TP-7301)
- Standard and Guidelines for Construction, Inspection and Operation of Barges that Carry Oil in Bulk (TP-11960)
- Standard for Inert Gaz Systems (TP-4295)
- Standard for Inspection of Tackle on Large Fishing Vessels (TP-9912)
- Standard for Launching and Embarkation Appliances (TP-7323)
- Standard for Life Rafts and Inflatable Rescue Platforms (TP-7321)
- Standard for Personal Locator Lights (PLL) (TP-9248)
- Standard for 5 ppm Bilge Alarm (for Canadian Inland Waters) (TP-12301)
- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered (TP-3177)
- Standard for Thermal Protective Aids (TP-7326)
- Standard Marine Navigational Vocabulary (TP-4330)
- Standards for Lifeboats (TP-7320)
- Standards for Lifebuoys and Integral Equipment (TP-7325)
- Standards for Navigation lights, shapes, sound signals and radar reflectors, 1991 (TP-1861)
- Standards for Pilot Vessels (TP-10531)
- Standards for Pyrotechnic Distress Signals and Similar Devices (TP-7319)
- Standards for Rescue Boats (TP-7322)
- Standards for the Construction and Inspection of Small Passenger Vessels (TP-11717)
- Standards for the Construction and Testing of Emergency Boats (TP-9247)
- Standards for the Double Hull Construction of Oil Tankers (TP-11710)
- Standards relating to design, construction and operational safety of dynamically supported craft in Canada (TP-5579)
- Standards Respecting Mobile Offshore Drilling Units (MODU) (TP-6472)
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage (TP-3685)
- Standards Respecting Standby Vessels (TP-7920)
- Structural Fire Protection Standards: (1) Testing and Approval Procedures (2) List of Approved Products (TP-439)
- Study and Reference Guide - Aeroplane Private and Commercial Pilot Licences including Helicopter to Aeroplane Pilot Licences (TP-5717)
- Study Guide - Helicopter Theory of Flight (TP-2552)
- Study of Mobile Source Emissions: Ottawa Macdonald-Cartier International Airport (TP-12554)
- Summary of Stormwater Monitoring data from Transport Canada Airports (TP-12726)
- Summary of Transport Canada Airports Group Commitment to the reduction of Halons (TP-12739)
- Summary Report Atlantic Region Freight Assistance Program Information Paper (TP-12173)
- Sustainable Development Strategy - Transport Canada (TP-13123)
- System Development Guide (TP-10605)
- System Owner's Guide (TP-10606)
- System Safety Operations Manual (TP-10028)
- System Safety Review - Commercial Use of the KA-32A Helicopter (TP-12760)
- System Safety Review - Procedures for the Collection, Verification and Dissemination of Aeronautical Information (TP-12802)
- System Safety Review - Revised National Audit Plan FY96/97 (TP-12699)
- System Safety Review - Sioux Lookout Air Operations (TP-12825)
- System Safety Specialist On-The-Job Training Guide (TP-12123)
- TDC Operational Plan Framework and Detailed Plan (TP-5474)
- TERMPOL Code (2nd edition) Code of Recommended Standards for the Safety and Prevention of Pollution for Marine Transportation Systems and Related Assessment Procedures (TP-743)
- The 1980 Canadian General Aviation Activity Survey Summary Report (TP-3221)
- The Aeronautics Act Amendments: An Overview (TP-7748)
- The Canadian General Aviation Dynamics Model (TP-3775)
- The Civil Aviation Tribunal TCAG Staff Guidelines (TP-4312)
- The Effect on Safety of Eliminating Whistling at Railway Grade Crossings (TP-12682)

- The Environmental Impact of Urea Use on Airport Runways (TP-10069)
- The Greening of Aviation (TP-12543)
- The Reshaping of Aviation Regulations (TP-11979)
- The Socio-Economic Context of The Canadian Road and Highway System (TP-12793)
- Toward 2000 with Aviation Regulation (TP-11379)
- Track Safety Rules (TP-11373)
- Training Manual for Inspectors of Fishing Vessels under 15 Gross Tons (TP-9275)
- training Standards for RO-RO Passenger Ships Personnel (TP-13024)
- Transport Canada Aircraft De-icing Seminar (TP-12742)
- Transport Canada Airports Group Requirements for the National Pollutant Release Inventory (NPRI) (TP-12235)
- Transport Canada Aviation Management Guide (TP 10115)
- Transport Canada Corporate Directions (TP-6620)
- Transport Canada Claim System: Highways (TP-8827)
- Transport Canada Employee Handbook (TP 13051)
- Transport Canada Government Vehicles User Handbook (TP-13265)
- Transport Canada In-House Training and Development Program Calendar NCR (TP-2038)
- Transport Canada Management Development Framework (TP 13026)
- Transport Canada Marine Safety Directorate, Approved Training Courses (TP-10655)
- Transport Canada Motor Fleet Management Manual (TP-123)
- Transport Canada Orientation Program Learning Partner's Guide (TP 13183)
- Transport Canada Orientation Program Supervisor's Guide (TP 13182)
- Transport Canada Personnel Manual (TP-116)
- Transport Canada Railway Safety Handbook (TP-12702)
- Transport Canada Security Manual (TP-789), and related Security Bulletins
- Transport Canada System Development Life Cycle Standards and Guidelines (TP-2814)
- Transportation and North American Trade (TP13278)
- Transportation Development Centre (TDC) Annual Review (TP-3230)
- Transportation Development Centre (TDC) Project Directory (TP-1936)
- Transportation Development Centre (TDC) Project Procedures Manual (TP-2108)
- Transportation Development Centre (TDC) Publication Standards and Guidelines for Contractors (TP-929E)
- Transportation Development Centre (TDC) R & D Update (TP-10913)
- Transportation Development Centre (TDC) Research and Development Operational Plan (TP-5474)
- Transportation Development Centre (TDC) Selected R&D Achievements (TP-8785)
- Transportation in Canada, 1998 Annual Report (TP 13198)
- Transportation of Dangerous Goods Directorate Pamphlet (TP-3105)
- Transportation of Dangerous Goods Inspector Manual (TP-6672)
- Transportation of Dangerous Goods Newsletter (TP-2711)
- Ultra-light Aeroplane and Hang Glider Information Manual (TP-4310)
- Unitized Cargo Standard (TP-11232)
- Use of Automobile Gasoline (MOGAS) in Aviation (TP-10737)
- Valuation of the Canadian Road and Highway System (TP-12794)
- Vulnerability of Bridges in Canadian Waters (TP-3446)
- Warehouse Manual (TP-7817)
- Watchkeeping Standards (TP-13067)
- Wear Standards for Cargo Gear (TP-9396)
- Web Sling Standard (TP-12245)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to

Information Act and the Privacy Act
Atlantic Region
Regional Director, Communications
P.O. Box 42, 95 Foundry Street, Suite 105
Moncton, New Brunswick
E1C 8K6

Tel: (506) 851-7314
Fax: (506) 851-7327

Communications
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2

Tel: (902) 426-7795
Fax: (902) 426-6710

Communications
John Cabot Building, 9th Floor
P.O. Box 1300 10 Barter Hill Rd
St. John's, Newfoundland
A1C 6H8

Tel: (709) 772-6197
Fax: (709) 772-4222

Ontario Region

Regional Director, Communications
Suite 300
4900 Yonge Street
North York, Ontario
M2N 6A5

Tel: (416) 952-0156
Fax: (416) 952-0159

Ottawa

Director General, Communications
Place de Ville
Tower C, 28th Floor
Ottawa, Ontario
K1A ON5

Tel: (416) 952-0156
Fax: (416) 952-0159

Pacific Region

Regional Director, Communications
800 Burrard St., Suite 1100
Vancouver, British Columbia
V6Z 2J8

Tel: (604) 666-1675
Fax: (604) 666-7255

Prairie and Northern Region

Regional Director, Communications
4th Floor
344 Edmonton Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Tel: (204) 983-6315
Fax: (204) 983-7339

Communications
Canada Place, 11th Floor
9700 Jasper Avenue
Edmonton, Alberta
T5J 4E6

Tel: (780) 495-3811
Fax: (780) 495-6472

Quebec Region

Regional Director, Communications
700 Leigh Capreol
3rd Floor
Dorval, Quebec
H4Y 1G7

Tel: (514) 633-2741
Fax: (514) 633-2751

Reading Room

An area in the Access to Information Division (see address in Introduction) has been designated, under the Access to Information Act, as a public reading room. Arrangements to view documents can also be made with the Regional offices listed above.

Transportation Safety Board of Canada
Chapter 133

General Information

Background
The Canadian Transportation Accident Investigation and Safety Board Act was proclaimed in 1990, establishing an independent multi-modal agency which is known by its applied title, "Transportation Safety Board of Canada (TSB)".

The TSB's sole object is the advancement of transportation safety. It has a mandate to do so in a number of ways, chiefly by conducting independent investigations and studies in order to identify transportation safety deficiencies and make recommendations designed to eliminate or reduce these deficiencies.

With the Board, transportation accident investigation and related functions are carried out by an agency which is independent of the government agencies responsible for the regulation and operation of transportation facilities and services.

Responsibilities
The Board's responsibilities are set out in the Canadian Transportation Accident Investigation and Safety Board Act.

The object of the Transportation Safety Board of Canada is to advance transportation safety. This is achieved by: a) conducting independent investigations and if necessary, public inquiries into air, marine, rail and pipeline occurrences in order to make findings as to their causes and contributing factors; b) reporting publicly on its investigations and public inquiries and on the related findings; c) identifying safety deficiencies as evidenced by transportation occurrences; d) making recommendations designed to eliminate or reduce any such safety deficiencies; and e) initiating and conducting special investigations and studies on matters pertaining to safety in transportation.

When it investigates an occurrence, the Transportation Safety Board of Canada has the exclusive jurisdiction to investigate for the purpose of making findings as to the causes and contributing factors; other federal agencies cannot investigate for this purpose when the TSB is investigating. The Board reports publicly on its investigations and public inquiries and on the related findings. Board reports must, wherever possible, include safety recommendations.

In making its findings as to causes and contributing factors of a transportation occurrence, it is not the function of the Board to assign fault or determine civil or criminal liability. But, the Board must not refrain from fully reporting on the causes and contributing factors merely because fault or liability might be inferred from its findings. The Act provides that no finding of the Board shall be construed as assigning fault or determining civil or criminal liability, and the findings of the Board are not binding on the parties to any legal, disciplinary or other proceedings.

The Board reports annually to Parliament through the President of the Queen's Privy Council for Canada.

Legislation
- Canadian Transportation Accident Investigation and Safety Board Act
- Canadian Transportation Accident Investigation and Safety Board Regulations

Organization

The Board
The Statute provides for a Board consisting of up to five full- time members, including the Chairperson. The Act requires that members be collectively knowledgeable about marine, commodity pipeline, rail and air transportation. They are appointed by the Governor in Council. Members' duties include establishing policies respecting the classes of occurrences to be investigated and policies to be followed in the conduct of investigations, reviewing investigation reports, determining findings as to causes and contributing factors, identifying safety deficiencies and making safety recommendations. Reporting to the Chairperson is the Executive Director.

Executive Director
The Chairperson has delegated to the Executive Director the role and functions of a Chief Operating Officer. As such he is responsible for seeing to the day-to-day management and coordination of all TSB's activities and operations to ensure they are conducted effectively and efficiently; included are responsibilities for the acquisition and allocation of human and financial resources, and the provision of ongoing support and advice to the Chairperson.

Corporate Services Branch
This Branch assists operating directorates in achieving efficient, effective and economical delivery of departmental programs through provision of administrative, financial and human resource services and controls. This Branch is also responsible for the activities of the Secretariat and of Legal Services.

♦ Finance and Administration

This division provides service to the agency in financial and administrative functions. It is responsible for services and advice to management and for financial reporting and control. It also provides the framework for administrative activities such as materiel management, corporate information holdings, security and accommodation. It ensures that there are enough controls to assure the public that these responsibilities of the agency are effectively and efficiently administered.

♦ Human Resources

Provides a full range of human resources services and controls to management and employees of the Board. This includes: advice and support to senior management on staff relations, human resources and career planning, staffing, classification, pay and benefits, official languages, management and professional development, program development and policy interpretation. Human Resources coordinates an employee assistance program.

♦ Legal Services

This area provides services with respect to all legal matters which arise in connection with TSB activities, including services and advice in connection with proceedings by or against the Board in legal or other proceedings.

♦ Secretariat

This division is responsible for managing administrative activities related to the preparation and coordination of Board meetings, the administrative support required by the Board for the conduct of public inquiries, and for the coordination of report production. It is also responsible for administering the Access to Information Act and the Privacy Act including informal requests for information, and for the administration of the Harassment policy.

Investigation Operations

The Directorate is responsible for all aspects of the agency's marine, rail, commodity pipeline and air transportation safety investigations. It is also responsible for the management of a multimodal voluntary confidential occurrence reports program (know as SECURITAS) and for developing the confidence of the transportation community in the use of this program.

♦ Air Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of air investigations on behalf of the Board. The investigators are experienced pilots, aircraft maintenance engineers, or air traffic controllers.

♦ Engineering Branch

This Branch specializes in laboratory testing and analysis of parts, structural components, systems, instruments, and wreckage of materials and components from transportation occurrences. Additional responsibilities include underwater search and recovery of wreckage, documentation of occurrence sites, and the extraction and interpretation of data from on-board voice and data records. The Engineering Branch has also developed expertise in document restoration, image analysis, and new investigation techniques based on photogrammetric and remote sensing technology.

♦ Marine Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of marine investigations on behalf of the Board. Marine investigators are experienced master mariners, chief engineers, or naval architects.

♦ Rail and Commodity Pipeline Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of rail and commodity pipeline investigations on behalf of the Board. Rail investigators are experienced in the many disciplines of rail operations (locomotive operations, equipment design and maintenance, roadbed, tracks and signals, operating rules, and dangerous goods). A Commodity Pipelines investigator must be familiar with pipeline design and operations as well as dangerous goods matters.

Safety Analysis and Communications Directorate

This Directorate is responsible for communicating the results of the Board's work to the public and for establishing and maintaining the informatics infrastructure to support the TSB's investigative, analytical and administrative functions. Specifically, this directorate is responsible for the following activities:

♦ Communications

This division is responsible for providing advice with respect to the formulation of TSB communications policies, for establishing and implementing TSB communications strategies and plans through such activities as making public the results of the Board's work, and preparing the TSB's printed products (e.g. occurrence reports and the TSB's monthly safety digest REFLEXIONS) for publication and distribution. It maintains the TSB's Web site. It keeps the TSB informed on the public response to current transportation safety issues and it provides communications support to the agency in meeting public and media information requests during major investigations.

♦ Human Performance

This activity consists of the behavioural and ergonomic aspects of the broad field known as human factors. It encompasses such considerations as sensory perception and reaction, training, crew coordination, the impact of fatigue or stress, as well as interactions among humans and between humans, machines and the environment. A head office unit provides standards and training for

investigators and analysts and assists in the conduct of complex investigations and safety deficiency analyses.

♦ Informatics

This division operates and maintains Canada's transportation occurrence databases and all other computer systems required in support of the Board's investigative, analytical, engineering and administrative activities

The division develops policies and procedures for all aspects of TSB's informatics needs. It operates and maintains TSB's central computing facility and also its local and wide area networks. It supports the desktop environment at the Head Office and in the Regional Offices. With the assistance of the private sector, the Informatics Division maintains its in-house (non-commercial) software and develops new software to meet changing requirements.

Information Holdings

Program Records

Administrative Services
Description: Information relating to administrative and managerial services, acts and legislation, associations, committees, conferences, meetings etc. ***Topics:*** Administration – general, administration organization – general, access to information and privacy acts, acts and legislation – general, – departmental, – federal, agreements, appreciation, complaints, inquiries, associations, clubs, societies – general, campaigns, directives, orders, committees – general, – departmental, – interdepartmental, conferences, meetings, symposia, seminars, – general, – departmental, – interdepartmental, communications – general, – telephone, cooperation and liaison – general, – federal/provincial, – international, – universities, colleges, schools etc corporations, companies, firms, correspondence management – general, data processing, emergency measures, forms management, records management, library services, buildings and properties, equipment and supplies, contracts. ***Program Record Number:*** TSB ASD 630

Air Investigations
Description: Information relating to the conduct and reporting of aviation occurrence investigations. ***Topics:*** Aviation safety investigation policy, aviation safety investigation – general, public inquiries, designation of investigator, flight recorders, major occurrence readiness, observer status, international co-ordination (e.g. ICAO, ITSA), accident/incident – aircraft occurrence investigations, ATS/FSS investigations. ***Program Record Number:*** TSB ASI 200

Corporate Planning
Description: Information in support of the corporate planning system development and operation as well as information pertaining to corporate studies and assignments. ***Topics:*** Corporate planning systems and strategic directions. ***Program Record Number:*** TSB CPP 100

Engineering Branch
Description: Information in support of multi-modal transportation investigations relating to specialized laboratory testing and analysis of parts, structural components, systems, instruments and wreckage; underwater search and recovery of wreckage; documentation of occurrence sites; and the extraction and interpretation of data from voice and data records. ***Topics:*** Engineering Branch – general, EDP holdings, projects from other government departments, management support and technology development projects, projects from private Canadian and foreign companies and foreign governments. ***Program Record Number:*** TSB ELI 500

Financial Services
Description: Information relating to financial management, annual budget and full-time equivalent (FTE). ***Topics:*** Annual Statement of Operations, annual budget (O&M), annual budget (capital), FTE utilization report, supplementary estimates, schedule of delegated signing authority. ***Program Record Number:*** TSB FSB 640

Legal Services
Description: Information relating to administration of legal matters, opinions and decisions, powers of attorney, commissioner of oaths, affidavits etc. ***Topics:*** TSB Act and proposed Regulations, Memoranda of Understanding. ***Program Record Number:*** TSB LSB 620

Marine Investigations
Description: Information relating to the conduct and reporting of marine occurrence, (accidents, incidents, casualties), investigations. ***Topics:*** Marine casualty investigations – general, instructions, studies – commercial, fishing, passenger, occurrence reporting – general, marine occurrences – general, marine occurrence – investigations. ***Program Record Number:*** TSB MSI 300

Personnel Services
Description: Information relating to the employment of members of the public service of Canada, documentary forms, personal files, correspondence regarding policy including attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff etc. ***Topics:*** Personnel – general, personnel – personal records, appointments – general, audits, awards and honours, classification, employment and staffing, human resources, occupational safety and health, official

languages, pay and benefits, reports and statistics, staff relations, studies, surveys, systems, etc. ***Program Record Number:*** TSB PSB 650

Railway/Pipeline Investigations
Description: Information relating to the conduct and reporting of rail/pipeline investigations. ***Topics:*** Occurrence investigations – railway, occurrence investigations – pipeline, other, dangerous goods, observer status, powers of investigators, public queries, railway reporting requirements, summary of railway accidents. ***Program Record Number:*** TSB RPI 400

Safety Analysis and Communications Directorate
Description: Information relating to transportation safety deficiencies, safety recommendations, and advisories; occurrence data, statistics, macro analyses and special studies; human performance evaluations; confidential voluntary occurrence reporting; public and internal communications and TSB informatics systems. ***Topics:*** Transportation Safety – general, air safety – general,marine safety – general, rail/pipeline safety – general, specific safety recommendations, specific aviation safety advisories, specific marine safety advisories, specific railway safety advisories, specific pipeline safety advisories, specific aviation safety information letters, specific marine safety information letters, specific railway/pipeline safety information letters, confidential transportation safety reporting system (SECURITAS) – general, SECURITAS – air, marine, and rail; safety studies – general, marine, rail, pipeline, and air; human performance – general, human performance/ICAO Study Group, human performance investigations; communications policies and strategy, internal and external TSB communications, annual report to Parliament, TSB's safety digest (REFLEXIONS), Internet Home Page; informatics systems; transportation occurrence data, statistical summaries and analyses. ***Program Record Number:*** TSB SPD 610

Secretariat
Description: Information relating to agendas and minutes of Board meetings, public inquiries, report production, harassment policy, information inquiries and access to information and privacy. ***Program Record Number:*** TSB BSS 660

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access to Information and Privacy Requests Data Bank
Description: This bank contains request forms and letters sent by individuals to the Board under the Access to Information Act and Privacy Act. The bank also contains replies made to such requests, and all records related to the processing of these requests, including, if applicable, exemptions claimed, intervention of third parties, complaints received and reports and recommendations of the Information and Privacy Commissioners. ***Class of Individuals:*** All applicants, under the Access to Information or Privacy Act, for information controlled by the Board. ***Purpose:*** The purpose of this bank is to store information about requests made under the Access to Information Act and the Privacy Act. ***Consistent Uses:*** Compiling statistics relating to the administration of the Acts. ***Retention and Disposal Standards:*** Two years after last administrative action. ***TBS Registration:*** 002979 ***Bank Number:*** TSB PPU 015

Applications for Employment
Description: This bank contains applications for employment with the Board. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions. ***Class of Individuals:*** General Public. ***Purpose:*** This information was not solicited but was provided voluntarily by individuals seeking employment with the Board. ***Retention and Disposal Standards:*** These records are retained in the Board for one year, then destroyed. ***TBS Registration:*** 002980 ***Bank Number:*** TSB PPU 010

Confidential Reporting
Description: This bank was established to encourage members of the transportation community to report hazards and possible safety deficiencies with a view to preventing accidents and incidents. ***Class of Individuals:*** Crew members, maintenance employees, traffic controllers, etc and the general public. ***Purpose:*** To identify safety deficiencies in the national transportation system. ***Consistent Uses:*** Compiling statistics analyzing information and drafting Recommendations designed to prevent accidents and incidents. ***Retention and Disposal Standards:*** 20 years; but, pursuant to the Regulations, information provided to the Board on the identity of the reporter is returned within ten clear days from receipt of the report and no record of the identity of the person making the report, or any information that could reveal his or her identity is retained. ***TBS Registration:*** 002977 ***Bank Number:*** TSB PPU 020

Investigation Files – Marine, Rail, Pipeline, Air
Description: Accident/incident files contain information gathered during the course of an investigation, and may contain personal information on individuals. During the field phase, all basic information is documented. Safety deficiency notifications are prepared, laboratory examinations are requested to test and analyze material and metallurgical component failures, and when required, specimens from surviving or deceased crew are analyzed at a medical laboratory. ***Class of Individuals:*** Individuals involved in transportation occurrences. ***Purpose:*** The purpose of this bank is to enhance existing transportation safety programs by identifying safety deficiencies, by identifying anomalies and trends, and by making recommendations designed to eliminate or reduce safety deficiencies. ***Consistent Uses:*** Compiling statistics relating to the administration of the Act. ***Retention and Disposal Standards:*** Files are kept for 20 years. ***TBS Registration:*** 002981 ***Bank Number:*** TSB PPU 005

Mailing Lists
Description: This bank contains mailing lists with the names and addresses of individuals, pilots, academics, media organizations, firms, companies, etc. ***Class of Individuals:*** Pilots, marine masters, railway personnel, pipeline companies, transportation unions, engineers, academics, government officials, transportation training schools and the general public. ***Purpose:*** To maintain standard lists of individuals, organizations, groups, businesses etc for the purpose of mailing publications, reports, news letters, press release and other documentation of Board activities and programs. ***Consistent Uses:*** The information is used to mail and distribute documentation to individuals on the mailing lists. ***Retention and Disposal Standards:*** Records are updated continuously to keep abreast of any changes. ***TBS Registration:*** 002978 ***Bank Number:*** TSB PPU 025

Manuals

- Administrative Services Manual
- Financial Coding Manual
- Financial Management Manual
- Human Resources Manual
- Manual of Investigation Operations
- Manual of Investigation Standards and Procedures
- Manual of Public Inquiry Procedures
- Records Management Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For assistance concerning the interpretation of Board Guidelines, interested parties may contact:

Coordinator
Access to Information and Privacy
Transportation Safety Board of Canada
Place du Centre
200 Promenade du Portage
4th Floor
Hull, Quebec
K1A 1K8

Reading Room

The information centre of the Board's Secretariat has been designated under the Access to Information Act as a public reading room at the following address:

Transportation Safety Board of Canada
Place du Portage
4th Floor
Hull, Quebec
K1A 0K8

Treasury Board of Canada Secretariat
Chapter 134

General Information

Background
The Treasury Board, a committee of the Queen's Privy Council for Canada, was established in 1867. The Board consists of the President of Treasury Board, the Minister of Finance and four other ministers nominated by the Governor in Council. The Treasury Board of Canada Secretariat (TBS or the Secretariat), the administrative arm of the Treasury Board, is headed by a Secretary and Comptroller General, who reports to the President of the Treasury Board. The Secretariat was part of the Department of Finance Canada until 1966, when it became a separate department.

Responsibilities
The Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfil the statutory responsibilities of a central government agency. This entails providing operational programs to carry out the legislated responsibilities of the Treasury Board. These responsibilities derive from the broad authority of sections 5 – 13 of the Financial Administration Act, as well as the authorities in other Acts, including: the Public Service Staff Relations Act, the Employment Equity Act, the Official Languages Act, the Access to Information Act, the Privacy Act, the Federal Real Property Act, and the Public Service Employment Act. The Secretariat's responsibilities for the general management of the government cross all policy sectors managed by 22 operating departments and many other organizational entities as reported in the Main Estimates.

The role of the Secretariat is to define and develop modern governance at the federal level. Although the accountability for Public Service management increasingly rests with departments, the Treasury Board of Canada and its Secretariat provides strategic leadership in Public Service management and reform through a management board role. That role emphasises results-based management and facilitation, essential central controls, and intervention when necessary.

The mission of the Secretariat is to support the Treasury Board and to help the Government of Canada operate effectively within available resources. The Secretariat implements the policies developed by the Treasury Board as the manager of the Public Service and manages the human, financial, information technology, and materiel resources that support it. This is carried out by several sectors of the Secretariat, described below under "Organization".

Legislation
- Access to Information Act, R.S.C. 1985, c. A-1
- Appropriation Acts
- Auditor General Act, R.S.C. 1985, c. A-17
- Crown Corporations Dissolution Authorization Act, S.C. 1985, c. 41
- Diplomatic Service (Special) Superannuation Act R.S.C. 1985, c. D-2
- Employment Equity Act, 1995, c. 44 (with the Minister of Human Resources Development)
- Federal Real Property Act, S.C. 1991, c. 50
- Financial Administration Act, R.S.C. 1985, c. F-11 (jointly with the Minister of Finance)
- Governor General's Act, R.S.C. 1985, c. G-9
- Lieutenant Governors Superannuation Act, R.S.C. 1985, c.L-8
- Members of Parliament Retiring Allowances Act, R.S.C. 1985, c. M-5
- Official Languages Act, R.S.C. 1985, c. 31 (4th Supp.) Parts IV, V and VI and Section 91
- Pension Benefits Division Act, S.C. 1992 c. 46, Schedule II.
- Privacy Act, R.S.C. 1985, c. P-21
- Public Pensions Reporting Act, R.S.C. 1985, c.13 (2nd Supp.)
- Public Sector Compensation Act, R.S. 1991, c.30
- Public Service Employment Act, R.S.C. 1985, c. P-33 (certain provisions only)
- Public Service Pension Adjustment Act, R.S.C. 1970, c. P-33
- Public Service Staff Relations Act, R.S.C. 1985, c. P-35 (jointly with the President of the Privy Council)
- Public Service Superannuation Act, R.S.C. 1985, c. P-36
- Special Retirement Arrangements Act, S.C. 1992, c. 46 (Schedule I)
- Supplementary Retirement Benefits Act, R.S.C. 1985, c. S-24

Organization
Chief Human Resources Officer, Human Resources Branch (HRB)
The Chief Human Resources Officer provides a framework that enables managers to better manage the people who deliver government programs and promotes effective employer-employee relations in the Public Service of Canada.

Specific areas of responsibility include general personnel management; human resources planning; Official Languages Program; Negotiation of collective agreements, Employment Equity, pensions and insurance benefits; policy administration and development; training and development; developmental programs; deployment; performance management; equal pay for work of equal value; pay administration and employer representation; job classification and compensation; workforce adjustment; planning and analysis; and values and ethics.

The following eight sectors: 1) Human Resources Management; 2) Labour Relations; 3) Official Languages; 4) Employment Equity; 5) Pensions; 6) Strategic Planning and Analysis; 7) Universal Classification Standard, and 8) Values and Ethics work together to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are obtained at competitive cost, and are managed and developed efficiently.

Chief Information Officer Branch (CIOB)

The Chief Information Officer (CIO) is responsible for determining and implementing a strategy that will accomplish government's information management (IM) and information technology (IT) goals. The role of the CIO includes: providing leadership, co-ordination and broad direction in the use of IT/IM; facilitating enterprise-wide solutions to horizontal IT/IM issues; serving as technology strategist and expert advisor to Treasury Board Ministers and senior officials across government.

The following twelve divisions of the Chief Information Officer Branch work together to support the CIO in her/his role: Year 2000 Project Office; Deputy Chief Information Officer; Strategic IM/IT Infrastructure; Architecture; Shared Systems; IT Procurement Reform; Strategic Directions and Communications; Information Policy; Public Key Infrastructure; Community Renewal; Portfolio Management; and Enhanced Framework for IT.

Communications and Executive Services (CES)

The CES Division is the focal point, in the Secretariat, for ensuring that the President, Secretary and exempt staff are provided with the briefing, correspondence and logistical support related to Treasury Board meetings, parliamentary affairs, and dealings with other government departments and non-governmental organizations. The Division manages and coordinates the Treasury Board's meetings; coordinates the Secretariat's access to information and privacy activities; tracks and assists in the preparation of replies to correspondence addressed to the President; and provides support to the President's office on financial, human resources and administrative matters.

The CES Division also provides strategic communications advice to the President and the Secretary of the Treasury Board as well as other branches within the Secretariat. As part of this effort, it provides policies and guidelines on communications, advertising, publishing, and public opinion research. Its communicators provide strategic direction through communications plans, write and produce news releases, media lines, speeches and presentations in support of Secretariat communications activities. The Division provides an electronic media monitoring service to Treasury Board Secretariat. Research and analysis of issues as well as media relations activities are also performed to facilitate the department's communications efforts. The Division liaises with the Privy Council Office and other departments on government-wide activities and issues. It also provides a sharp internal communications focus producing an employee newsletter and other corporate communications products and services. It also manages the TBS corporate Website.

Comptrollership Branch (CB)

The CB's primary goal is to support "getting government right" through modern comptrollership. Modern comptrollership implies vigorous stewardship of public resources, a high standard of ethics, and provision for appropriate parliamentary oversight. To deliver affordable and high quality services to Canadians, managers need flexibility, incentives, and information. The focus of modern comptrollership, therefore, is on results, accountability, and managing risk.

The CB consists of the Deputy Comptroller General's Office, Comptrollership Modernization Office, Internal Audit, Community Development and Special Projects, and four sectors, namely: 1) Risk, Procurement and Asset Management Policy Sector - leader in contract policy, project, materiel and risk management, and real property management; 2) Planning, Performance and Reporting Sector - focal point for performance measurement and results reporting; 3) Financial Management Policy Sector - leader in financial management standards, government accounting, cost recovery, and management of accounts receivable; and 4) Expenditure Analysis & Operations Sector - area responsible for expenditure analysis, management and operations.

Corporate Renewal and Knowledge Management Office (CRKMO)

The Corporate Renewal and Knowledge Management Office was created in February 1998. Its primary goal is to assist in managing change within TBS as the Secretariat clarifies its responsibilities and realigns its organization and operations in order to discharge its responsibilities as the federal government's Management Board. Responsibilities of the CRKMO include developing a framework for continuous corporate learning and change management, working with sponsored employees to develop career strategies, developing a plan for recruitment of diverse professionals, the creation of

learning or peer networks in key areas of practice, and succession planning.

Corporate Services Branch (CSB)

The branch jointly assists the Deputy Minister of Finance and the Secretary and Comptroller General of the Treasury Board Secretariat in the internal administration of their departments, and provides financial, human resources, informatics and administrative support to the branches of the two departments. The Corporate Services Branch is also responsible for a number of other activities, task force organization and co-ordination of the Canada Savings Bonds and United Way campaigns. The Branch is composed of six divisions: Administrative Services Division; Financial Services Division; Human Resources Division; Informatics Services Division; Security Services Division and Business and Technology Integration Division.

Expenditure and Management Strategies (EAMS) Sector

The role of the Expenditure and Management Strategies Sector is focused on providing pro-active support within TBS to make the management board concept operational. In fostering a management board approach, the Sector will support TBS's operations in two broad areas: ensuring an integrated approach to major TBS policies and significant TBS initiatives with cross-sectoral implications; and developing strategies for TBS's expenditure management responsibilities and the resolution of major individual expenditure issues.

EAMS also serves as secretariat to the TBS Operations Committee. This committee was established specifically to support the Secretary and Deputy Secretary, as well as the Senior Management Committee and the Treasury Board Secretariat Advisory Committee, on management board related issues.

Legal Services

Treasury Board Legal Services provides legal advice to the Treasury Board and the President with respect to their powers and duties. The Unit, staffed by Department of Justice lawyers, supports the Treasury Board Secretariat in its role as board of management of the Public Service of Canada by ensuring that the conduct of government affairs is in accordance with the law.

Legal Services lawyers give specialized legal advice to the Treasury Board Secretariat and the Government of Canada in connection with the Secretariat's central agency functions pertaining to the legislation for which the Treasury Board and the President of the Treasury Board is responsible. The Legal Services Unit provides advice with respect to the enactment of and the amendment to legislation and regulations, as well as strategic advice concerning policy development and other initiatives. The Unit conducts litigation before the Public Service Staff Relations Board and other administrative tribunals, the Federal Court – Trial Division, the Federal Court of Appeal and the Supreme Court of Canada in support of the Treasury Board's role as employer of the Public Service of Canada.

Office of the Secretary and Comptroller General

The Secretary and Comptroller General is the deputy minister who directs the work of the Secretariat and advises the President and the Board on the organization and management of that part of the Public Service under the Treasury Board's jurisdiction. The Office of the Secretary and Comptroller General is responsible for the daily administrative functions of the organization.

Program Sectors (Government Operations, Economic and Social and Cultural Sectors)

The Program Sectors support the Treasury Board in its role as a management board by providing analysis and advice on strategic resource allocation for the departments and agencies of government. In fulfilling this role, the Program Sectors provide advice on the effective use of resources; program design, viability and responsiveness; funding pressures and mitigation strategies; and broad government operations issues and management strategies. The Program Sectors also play a lead role in relation to the oversight of the operations of Crown Corporations. These three sectors, along with the Expenditure Analysis & Operations Sector of the Comptrollership Branch, work together in making recommendations to the Treasury Board on allocating financial resources in light of government priorities, fiscal targets and results achieved; developing and maintaining accountability frameworks within which Parliament approves resources and in light of which departments and agencies report on their use, thereby coordinating the process whereby the government obtains funds from Parliament; monitoring the implementation of approved policies and programs, and advising the Treasury Board on success in achieving intended results; advising the Treasury Board President, in his role as a member of Cabinet, on the resource implications of new government policy and project initiatives while promoting innovative management and increased efficiency and effectiveness in delivering programs; and providing analysis and recommendations to the Treasury Board on departmental Business Plans and Crown corporation corporate plans and budgets.

The Government Operations Sector (GOS) also includes the National Office of Canada Infrastructure Works Program (CIWP), a five-year federal-provincial-municipal cost-shared partnership program. CIWP officially ended March 31, 1999. During the two phases of the program, it generated infrastructure investments exceeding $8.3 B, with the federal government contributing approximately $2.4 B, and the provincial governments and municipalities

providing roughly the same amount. Its main objectives were to renew Canada's public infrastructure and to create jobs. Program delivery is the responsibility of implementing departments and agencies such as the Atlantic Canada Opportunities Agency, Western Economic Diversification Canada, Economic Development Agency of Canada for the Regions of Quebec, Indian and Northern Affairs Canada, and Industry Canada. The National Office co-ordinates the activities of the program, provides functional direction to implementing agencies, and maintains the national program database which is the central source of information for Ministers and Members of Parliament on the status of projects, a number of which are still on-going.

The Government Operations Sector is also responsible for information policy responsibilities related to the Access to Information Act, the Privacy Act and the Security Policy of the Government of Canada. In this capacity, it supports the President of the Treasury Board, as "designated Minister", who is responsible for government-wide administration of the Acts pursuant to sections 5 and 70 of the Access to Information Act and sections 11 and 71 of the Privacy Act. The Security Policy addresses, in an integrated fashion, the various aspects of security including personnel, physical, administrative and information technology, the management of information technology assets, the integrity of information and related processes, the availability of information, systems and services, in addition to confidentiality.

Service & Innovation (S&I) Sector

The Service and Innovation Sector was created in May 1998, when the government made it a priority to adopt a 'citizen-centred' approach to service delivery.

The mandate of the Service and Innovation Sector is to lead government-wide initiatives to improve the delivery of government services and to develop expertise on service and innovation. It will build on the many new initiatives currently underway throughout government and will develop policy frameworks to promote continuous performance improvements in program and service delivery. This new citizen focus builds on and broadens previous service initiatives to include integrated approaches to service delivery such as single windows and partnerships, including partnerships with other levels of government. The sector is working with other federal departments and agencies to facilitate the rethinking and redesign of program and service delivery from a citizen-centred perspective to better respond to the needs of Canadians and to meet other key government objectives: more responsive and results-oriented governance; improved cost-effectiveness; collaboration and citizen engagement.

The Sector incorporates the key elements needed to develop a government-wide strategy centred on citizens' needs. These divisions are:

- Innovation and Quality Services (IQS) Division
- Alternative Service Delivery (ASD) Division
- Crown Corporation Policy & Information (CCPI) Division
- Service Canada Implementation Team
- Corporate Identity and Government Communications Division
- International Programs Unit
- Federal Councils' Secretariat
- Planning and Integration Group

The Sector's challenge is to develop integrated approaches to service delivery, improve access to government services, reduce red tape and strengthen accountability for performance. The Sector's first priority is to assist the federal government to develop "one-stop" access for citizens to a broad range of federal services ('Service Canada' initiative), a priority adapted by Treasury Board ministers in December 1998.

Staff Ombudsman

In March 1998, the office of the Staff Ombudsman was created to provide an informal process for dealing with employee concerns and problems. These include, but are not limited to, unfair practices or systems, the conduct of other employees and issues of ethical behaviour, such as conflict of interest or activities that seem to be contrary to public service values and the public interest. The Staff Ombudsman is appointed by the Secretary of the Treasury Board pursuant to subsection 6(1) of the Public Service Employment Act, R.S.C. 1985, c. P-32, and reports directly to the Secretary. The Staff Ombudsman's role is flexible and will consist of at least the following six responsibilities: Advisor; Information Source; Intervenor/Mediator; Consultant; On-site Visits; and Reports. It is important to note that the office of the Ombudsman is a two-year pilot initiative during which the services of the Staff Ombudsman will be available to all employees of the Treasury Board Secretariat, at all levels, including managers.

Information Holdings

Program Records

Chief Human Resources Officer, Human Resources Branch

Adjudication

Description: Information on the processing of employee grievances at adjudication. Topics: Adjudication; individual cases – old system; reference to Chief Adjudicator under sections 92 and 99; requests for review under section 21; Safety Officer under Part II (Formerly Part IV) of the

Canada Labour Code; section 18 applications of the Act. ***Program Record Number:*** **TBS HRB 440**

Analysis and Research
Description: Research in support of policy development in Human Resources Management. ***Topics:*** Analysis and research; Employment equity – analysis for public service and non-public service; Human resources analysis – skills; Human resources management information – network (connexions); Management of change; Management practices; Projects on career counselling and development, empowerment and delegation, performance standards and training and development; Committees and councils; Compensation – elements; Conferences, meetings and symposiums; Negotiations; Projects studies and surveys; Public Service 2000. ***Program Record Number:*** TBS HRB 115

Burolis System
Description: Directory of offices and service points of federal institutions and privatized organizations subject to the provisions of the Official Languages Act and Regulations. ***Topics:*** This directory indicates where the service point is located and stipulates whether or not there is an obligation to communicate with the public in both official languages in accordance with the relevant provision of the Act or Regulations. Burolis allows its main users, the staff of the Official Languages Division and the institutions to obtain through its search function the addresses of all offices of a specific institution or of all federal offices in a specific municipality, region, province or territory. This directory is updated on a regular basis by the institutions and is also available on Internet and Publiservice. ***Program Record Number:*** TBS HRB 315

Certification
Description: The application for certification and certification proceedings; and also information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer. ***Topics:*** Certification; Establishment of bargaining units; Managerial and confidential exclusions – reports and statistics; Safety and security designations – section 79. ***Program Record Number:*** TBS HRB 445

Chief Human Resources Officer
Description: General information on Human Resources. ***Topics:*** Human resources; Personnel security; Policy development and coordination – Public Service 2000 – White Paper, task forces; Acts and Regulations; Audits; Committees – Cabinet; Communications – Office Communications Systems (OCS) – Users Group Committee; Conferences, meetings, seminars and symposiums; Decentralization and relocation; External liaison; Incentive programs - Public Servants Invention Committee; Innovative management practices – new technologies; Manuals; Personnel management – departmental plans and programs, evaluations; Public sector compensation restraint – Governor in Council appointees compensation, non-public funds Canadian Forces; Task forces; Treasury Board submissions; Work environment design; Human resources management accountability; Planning; Employee performance appraisals; Human resource management policy and system – Multi-Year Human Resource Plan (MYHRP); Post control; Information and Informatics Services - Committees and Council, Compensation, Conferences meetings and symposiums, Informatics, Negotiations, Projects and studies. ***Program Record Number:*** TBS HRB 165

Classification of Executive and Excluded Groups
Description: Information on the development and maintenance of classification systems and standards such as the new Universal Classification Standard for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. ***Topics:*** Classification; Accreditation – courses; Audits and monitoring – departmental audits, monitoring, Treasury Board of Canada; Categories and groups – executive group; Committees; Complaints; Consultations; Conversion; Delegation; Departments and agencies – Royal Canadian Mounted Police; Grievances – cases as of January 1994, cases closed prior to January 1994, cases closed prior to 1985, procedures; Key jobs; Language complexity recognition; Organization costing system; Outside practices; Position files - Executive Group (EX/SM); Position Information Collection System (PICS); Red circle review; Reports and statistics; Research; Standards – categories and groups - selection; training. ***Program Record Number:*** TBS HRB 415

Conditions and Benefits of Work
Description: General information on the different conditions and benefits of work that apply in the federal Public Service. ***Topics:*** Conditions and benefits of work; Canada Labour Code; Conflict of interest and post-employment – departments and agencies; Continuity of employment; Flexible workforce; Freedom of expression; Hours of work – adaptable work patterns - compressed work week, departmental programs, evaluation, flexible working hours; Hours of work and overtime; Leave without pay; Leave with pay – designated holidays, special time off, vacation; Public Service Terms and Conditions of Employment Regulations; Severance pay; Surveys; Transfer from federal to private or provincial jurisdiction; Telework (work at home). ***Program Record Number:*** TBS HRB 385

Corporate Information Services
Description: Information program to assist users of data obtained from the central agency information systems. ***Topics:*** Classification – central agency client needs, classification and coding of transactions/accounts, database access retrieval and analysis, repository of financial information; informatics; Personnel data systems

– business and information models, committees, data element dictionary, micro-computer systems; Personnel Applications Centre (PAC) – Electronic Data Processing (EDP); Personnel Data Administration Centre (PDAC); Personnel Management Information System (PMIS) – Central Personnel Records System, Employee Benefits Statements (EBS) System, Entitlements and Deductions System (ENT/DED) – development, Extra Duty Reporting System (EDRS), Federal Government Employment (FGE) System, Incumbent System – committees, development, maintenance and operations, mobility sub-system, related activities – pay, Work Force Adjustment Monitoring System, Information Management, Leave and Extra Duty – Systems - committees, development, maintenance and operations, Leave Reporting System (LRS), Leave Without Pay (LWOP) System, Managerial and Confidential Exclusions System, Position Exclusion System, Official Languages Administrative System (OLAS), Official Languages Information System (OLIS) - committees, development, maintenance and operations, Population Affiliation System (PAS), Position Information Collection System (PICS) – development, Position and Classification Information System (PCIS), Senior Executive and Equivalent Information System (SXEIS) – development, Senior Personnel Information System (SPIS), System for Human Resources Monitoring (SHURM), Official Languages offices database. ***Program Record Number:*** TBS HRB 130

Discipline
Description: Information on the failure of employees to maintain an appropriate standard of conduct and management response to employee misconduct. ***Topics:*** Discipline; Discharges and suspensions. ***Program Record Number:*** TBS HRB 460

Disputes and Strikes
Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the employer's response to such activity. ***Topics:*** Disputes and strikes; Legal proceedings – postal operations group; illegal proceedings - prosecution. ***Program Record Number:*** TBS HRB 465

Employment Equity
Description: Information on policy and programs relating to equal employment opportunities for designated groups within the federal Public Service (Aboriginal people, persons with disabilities, persons in a visible minority group and women), including the representation and distribution of these groups. ***Topics:*** Employment Equity; Act; Committees and working groups; Designated groups – external availability – census 1986; persons with disabilities; Employment equity program in Crown corporations; Survey of the public service employees – questionnaires; Technical processes. ***Program Record Number:*** TBS HRB 320

Employment Equity for Aboriginal Peoples
Description: Information on policy and programs relating to equal employment opportunities for aboriginal peoples within the federal Public Service, including the representation and distribution of these groups. ***Topics:*** Aboriginal peoples; Associations clubs societies; Committees and councils; Departmental plans and programs; External availability – by category and occupational groups – metropolitan area – census 1986, estimates – by departmental and occupational groups – census 1986; Northern development – Advisory Committee – native northerners, Northern Careers Program (NCP). ***Program Record Number:*** TBS HRB 321

Employment Equity for Members of Visible Minority Groups
Description: Information on policy and programs relating to equal employment opportunities for members of visible minority groups within the federal Public Service, including the representation and distribution of these groups. ***Topics:*** Members of visible minority groups; Advisory Committee to the President of the Treasury Board – meetings; External availability – by category and occupational groups – metropolitan area – census 1986, estimates – by departmental and occupational groups – census 1986. ***Program Record Number:*** TBS HRB 322

Employment Equity for Persons with Disabilities
Description: Information on policy and programs relating to equal employment opportunities for persons with disabilities within the federal Public Service, including the representation and distribution of these groups. ***Topics:*** Persons with disabilities; Advisory Committee to the President of the Treasury Board (ACE); Architectural barriers; Consultations; Departmental plans and programs; External availability – by category and occupational groups – metropolitan area – census 1986 and by departmental and occupational groups – census 1986; Transportation. ***Program Record Number:*** TBS HRB 323

Employment Equity for Women
Description: Information on policy and programs relating to equal employment opportunities for women within the federal Public Service, including the representation and distribution of these groups. ***Topics:*** Women; Committees – interdepartmental – joint management, standing; Departmental plans and programs; External availability – by category and occupational groups – metropolitan area – census 1986; Internal and external availability as of March 31, 1988; Internal availability – by departmental and occupational groups, as of March 31, 1990; Reports and statistics; Status – committees and councils, international year, national plan of action; Studies and surveys. ***Program Record Number:*** TBS HRB 324

Employment and Staffing
Description: Information on employment programs in the Public Service. ***Topics:*** Employment and staffing; moratorium/staffing freeze; Part-time; Public Service Employment Act – review of personnel management and the merit principle; Size of the Public Service; Temporary services. ***Program Record Number:*** TBS HRB 426

Executive and Excluded Groups
Description: Information about human resource management policies and projects relating to the Executive Group. ***Topics:*** Executive and excluded groups; Executive group – employee benefits statements, executive employment transition (EET) / work force adjustment (WFA), Resourcing strategy, Voluntary early retirement incentive program; Organization for economic co-operation development (OECD); Senior Level Retention and Compensation (SLRC); Committees, Compensation, Human resource issues, La Relève, Outside organizations or employers – provincial governments, Studies and surveys; Reviews - Departmental performance, Information services group, Management category, Personnel administration group – committees. ***Program Record Number:*** TBS HRB 135

Executive and Excluded Groups Organization
Description: Information on organizational issues of concern to the Treasury Board and the management of theTarget Executive Count control program. ***Topics:*** Organization; Committees; Departments and agencies; Higher-salaried personnel freeze; Planning and evaluation groups; Management category and equivalents – executive and senior management groups complement; Studies and surveys; Temporary assignment pool (TAP) – financial, personnel. ***Program Record Number:*** TBS HRB 400

Federal Public Sector Youth Internship Program
Description: Sponsored by the Treasury Board of Canada Secretariat and delivered in partnership with Career Edge and the YMCA, two not-for-profit Organizations specialised in youth employment services, the Federal Public Sector Youth Internship Program will provide developmental internship opportunities in federal public sector work sites to 3800 unemployed or under-employed youth between 15 and 30 years of age. The program began October 1, 1997, and will sunset September 30, 2000. ***Topics:*** Federal Public Sector Youth Internship Program. ***Program Record Number:*** TBS HRB 140

Grievances
Description: Information on complaints in writing presented in accordance with the Public Service Staff Relations Act by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies. ***Topics:*** Grievances – Departments, agencies and Crown corporations. ***Program Record Number:*** TBS HRB 470

Health and Income Protection Plan
Description: Information on benefit programs for employees of the federal government. ***Topics:*** Health and income protection plans; acts and regulations; Blue Cross; Canadian Armed Forces; Dental care; Disability insurance – enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police; Employee Benefit Survey; Public Service Health Care Plan (PSHCP) – Benefits (hospital expense outside Canada, major medical expenses and hospital expenses), Committees, Coverage, Financial, Quebec – bill 33 universal drug plan – Régime d'assurance-maladie du Québec (RAMQ); Hospital insurance (outside Canada) plan – payments; Liability and compensation claims; Locally-engaged employees health insurance – United States of America (Sun Life plan); Locally-engaged employees life insurance – United States of America; Maternity and paternity leave and allowances; National Joint Council Standing Committee on health insurance programs; Outside practices; Program forecasts and estimates; Provincial and Territorial health insurance plans – provincial health insurance cost-sharing; Provincial, territorial and federal taxes on group benefit plans; Public Service Management Insurance Plan (PSMIP) – benefits - long-term disability, board of trustees, eligibility, financial; Sick leave program; Unemployment insurance; Workers' Compensation – Government Employee Compensation Act. ***Program Record Number:*** TBS HRB 375

Human Resources Development and Renewal
Description: Information on training and development, awards and continuous learning. ***Topics:*** Human resources development and renewal; Federal student employment programs including departmental programs and initiatives; Training – projects - continuous learning culture, training and development, training programs, public service commission re-structuring; Human resources management of the science and technology community; Training - Committees and councils – staff training council – training boards; Courses and Programs relating to Canadian Centre for Management Development and categories and groups; Information Services Group; Personnel Administration Group – certification – compensation, human resource planning, staff relations and training and development; Personnel Administration Group - training programs; Management Category; Management development all levels; Middle management and supervisory training; Courses and Programs - Departmental, Educational institutions, Evaluation and research, Public Service Commission – Career Assignment Program (CAP) – committees, Reports, Underfill training programs; Educational leave; Needs identification and evaluation; Orientation of employees; Qualification improvement program. ***Program Record Number:*** TBS HRB 145

Human Resources Management
Description: General information on personnel policy. ***Topics:*** Human resources development; Deputy Secretary – committees, councils and retreats; Departments and agencies; Human Resource Development Council Secretariat. ***Program Record Number:*** TBS HRB 275

Human Resources Management Group
Description: General information on labour relations (job security), employment transition measures, employment policies, benchmarking and departure incentives. ***Topics:*** Workplace Day care; Work Force Adjustment; National Joint Council (NJC); Increased Ministerial Authority and Accountability (IMAA); National Joint Adjustment Steering Committee (NJASC) for departments and agencies, provinces and territories; Transfers and Alternate Service Delivery (alternative delivery mechanisms) for departments and agencies; Transfers of government employees from one department to another; National Joint Career Transition Committee (NJCTC); Long-term specified period; Harassment in the workplace; Leave with income averaging; Pre-Retirement Transition Leave; Self Funded Leave; Telework, Administration of Oaths (delegation procedures); Deployment Policy, Interchange Policy;; Block Transfer; Appointment to level; Benchmarking; Departure Incentives; grievances. ***Program Record Number:*** TBS HRB 505

Human Resources Management Policies – General Series

Description: Information on general human resources policies. ***Topic:*** Awards and inventions; Classification; Compensation – benefits, part-time, seasonal, term employment, pay - pay plans, pay rates - time off; compensation plans for unrepresented employees; service outside Canada; conduct, Contents and introduction; Human resources – education, training and development - programs, human resources utilization - employment; Occupational safety and health; Pensions and insurance – health insurance, income protection, Public Service Superannuation Act - pensionable service, retirement; Personnel Legislation Supplement (PLS) – Public Service Superannuation Act; Personnel management; Personnel Management Information System (PMIS); Security of information; Staff relations – collective agreements. ***Program Record Number:*** TBS HRB 515

Labour Relations
Description: General information on staff relations. ***Topics:*** Labour Relations; Committees and Councils – User Committee on Employee-Related Personnel Information (UCERPI), National Joint Council – grievances, standing committees; Compensation valuation and comparison – elements - individually, outside practices, planning and forecasting, valuation – application, implementation; Complaints; Informatics – Administration and operations, Application software, Hardware, Operating systems – proprietary software, Service bureaux and suppliers; Interpretation; Labour–management relations; Reference of questions of law or jurisdiction; Statistics and surveys; Other Government Agencies; Crown corporations; Training and communications; Compensation information – collective bargaining – application systems supporting statistical services – total compensation systems, reports, Personnel Management Information Systems (PMIS) – Attendance Leave Overtime and Shift Work System (ALOSS), Extra Duty Reporting System (EDRS), Incumbent System, Leave Reporting System (LRS), Managerial and Confidential Exclusions System (EXC); Compensation information - reports; requests – Treasury Board Canada; Consultation and planning – departmental consultation, union consultation. ***Program Record Number:*** TBS HRB 435

Labour Relations Systems
Description: Systems, their application and evaluation as they apply to labour relations. ***Topics:*** Administration and operation; application software – Extra Duty Reporting System (EDRS), Incumbent System; Leave Reporting System (LRS), Total Compensation Comparability System; hardware and communication; proprietary software; service bureau and suppliers; committees – user committee on employee-related personal information. ***Program Record Number:*** TBS HRB 065

Negotiations
Description: Information on agreements made in writing entered into under the Public Service Staff Relations Act between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. ***Topics:*** Negotiations; third party proceedings; Categories and groups – postal operations group, as of 1987; Table negotiations as of 1997 or 1999; Collective agreements; Cost of living allowances; Master agreement bargaining; Outside collective bargaining; Compensation analysis; Pay implementation; Pay Research Bureau – reports and surveys; Reports and statistics; Studies and surveys; Unions. ***Program Record Number:*** TBS HRB 480

Occupational Safety and Health
Description: Information on the development, establishment, publication and application of occupational safety and health policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational safety, health and employee assistance programs, case/claims management. ***Topics:*** Occupational safety and health; Campaigns; Canada Labour Code part II; Committees; Conferences, meetings and seminars; Department with delegated responsibility; Departmental programs; Employee assistance programs; First aid; Guides, procedures, standards; Health evaluations; Health units; Investigations, studies, surveys, audits; Publications; Reports and statistics; Smoking in

the workplace; AIDS, fitness programs; Training; Use and occupancy of buildings. ***Program Record Number:*** TBS HRB 355

Official Languages
Description: Official Languages Act; Official Languages Regulations (Communications with and Services to the Public); general information on official languages policy. ***Topics:*** Official Languages and Employment Equity - liaison with Departments and Agencies; Official Languages; Audit – departments, agencies and Crown corporations, language of work, program management, service to the public; Bilingualism Bonus; Commissioner of Official Languages – complaints; Common services; Conferences, meetings and seminars; Crown corporations – payments under OLA log, privatization; Decentralization; Departmental official languages structures; Education allowances (children of federal public servants); Equitable participation; Evaluation; Federal Identity Program; Increased Ministerial Authority and Accountability (IMAA); Information programs – books and publications; Language of work objective; Language requirements of positions – identification; Liaison – by provinces and territories; Official Languages Act – regulations – consultations; Official languages minority groups – regional; Official languages planning; Privatization – transfer of responsibilities; Service to the public; Staffing; Studies and surveys; Translation needs; Work Instruments. Annual reports from all institutions subject to the Official Languages Act. Annual report on the status of programs relating to official languages tabled in Parliament by the President of the Treasury Board. Audit and evaluation activities concerning official languages. ***Program Record Number:*** TBS HRB 240

Official Languages Committees and Councils
Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. ***Topics:*** Committees and councils - National Joint Council – Official Languages Committee. ***Program Record Number:*** TBS HRB 255

Official Languages Systems
Description: Information on administrative systems of official languages programs. ***Topics:*** Systems; Coordination of Personnel Data Systems; Data; Language training information; Language Training Module (LTM) – initial development 1980-1982; Liaison with Personnel Applications Centre (PAC); Liaison with Human Resources Branch; Liaison with Public Service Commission; Micro-Computers – user applications; Official Languages Information System (OLIS) – development, input forms, population, specifications; OLIS II; Reports – information and statistical output; Special Reports (AD HOC) – DLO reports, MIFL reports; liaison with Government Telecommunications and Informatics System (GTIS); Official Languages Information File (OLIF) extracted from the Position and Classification Information System (PCIS); Crown corporations the Burolis which collects information on offices and types of offices for the application of the Regulation on Services to the Public in Both Official Languages; reports, information and statistical outputs, special reports. ***Program Record Number:*** TBS HRB 047

Official Languages Training

Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. Topics: Training; Language – accreditation, Advanced Language Training Program (ALTP), departmental programs, exemptions from the parameters, extension and deferments, review, testing, staff development. ***Program Record Number:*** TBS HRB 260

Organization Development and Effectiveness
Description: Timely, practical and cost effective tools, products or change of management strategies for community-wide and HRB Branch advantage, cost saving, and improvement. ***Topics:*** Organization development and effectiveness; outsourcing human resources; measuring the human resources function; compendium of promising practices from departments agencies and Crown corporations. ***Program Record Number:*** TBS HRB 155

Pay
Description: General information on the pay system in the federal Public Service and other employers. ***Topics:*** Pay; administration coordination – associations, committees, departments agencies and Crown corporations, labour disruptions (strikes), monitoring – reports and statistics, Pay Administration Coordination Section (PACS), Pay System – development - projects, operations and maintenance, task forces and study groups – pay study task force (1976), training and development, transfer of responsibility (1977) – implementation; Pay equity – newspaper and journal articles, reference documents, communications, tribunal, complaints, joint union/management initiatives – investigation, committees, questionnaires, management position; Exempt and excluded classes – categories and groups, commissions and boards, departments, agencies and Crown corporations, Ministers' exempt staff; Fees; Governor in Council; Executive group – compensation comparisons, executive compensation, salary administration; Pay for time not worked; Pay plans – administration, performance pay, Special Assignment Pay Plan (SAPP), Policy interpretation – allowances – entitlement codes, allowances and extra duty, deductions – deduction codes, guides and manuals, regulations and procedures, salaries and compensation; Premium pay for duties performed – acting pay; scientific research group; Separation pay. ***Program Record Number:*** TBS HRB 390

Payroll Deductions
Description: Information on payroll deduction privileges for union or staff association dues that apply only to

employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. ***Topics:*** Payroll deductions; Check-off of union dues – Public Service Alliance of Canada. ***Program Record Number:*** TBS HRB 485

Pension Benefits Division Act
Description: Information on the policy topics related to the Act. ***Topics:*** Policy development; regulations; actuarial specifications; consultation; retirement savings vehicles; information to spouses; valuation and adjustment issues. ***Program Record Number:*** TBS HRB 386

Pensions
Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, Members of Parliament, and employees engaged locally at Canadian foreign posts; general information on pension matters and social security benefits. ***Topics:*** Pensions; Agencies and corporations; Canada Pension Plan - Committees; Canadian Armed Forces Superannuation Act; Canadian government annuities; Conferences and Seminars; Diplomatic Service Superannuation Act; Foreign countries; Governor General's Retiring Annuities Act; Judges Act; Lieutenant Governors Superannuation Act; Litigation; Locally engaged employees – contributory pension regulations, (non-contributory) pensions regulations, social security, separate pension plans; Members of Parliament Retiring Allowances Act; Pension Benefits Standards Act; Provincial; Public service pension reform - 1998; Public Service Superannuation Act – Agencies and corporations, Contributory status, Elective service, Financial, Newfoundland employees, Pilotage authorities, Privatization, Public Service Pension Adjustment Act 1959, Reciprocal Transfer Agreements (cities, Crown corporations, hospitals, Indian Pension Plan Funding (IPPF) Program, provinces, universities), Retirement benefits (early retirement, Early Retirement Incentive (ERI) Program, Correctional Service Canada early retirement arrangements), Supplementary Death Benefit, Survivors' benefits; Royal Canadian Mounted Police Superannuation Act; Pension Continuation Act; Special Retirement Arrangements Act; Statute Law (Superannuation) Amendment Act; Supplementary Retirement Benefits Act; Social Security (Canada Assistance Plan, family allowances, foreign countries, income security – veterans, old age security). ***Program Record Number:*** TBS HRB 380

Personnel Data Systems
Description: Information program to assist users of data obtained from the central agency information systems. ***Topics:*** Information centre; Kerr-Dawson report; Personnel Applications Centre (PAC) – Policy Advisory Committee; Personnel Management Information System (PMIS) – committees, Training Information System (TIS) – committees, development, production; strategic projects. ***Program Record Number:*** TBS HRB 160

Personnel Information Management (PIM) Business & Information Models
Description: A series of files concerning the development of business models, functions models, information models, data flow diagrams and CASE based models of the personnel function in the Federal Public Service. All project reports and results have been published and widely distributed. ***Topics:*** Minutes of meetings, presentations, correspondence and reports. ***Program Record Number:*** TBS HRB 052

Personnel Management Manual 1982-1990
Description: Information on general policies and requirements in Personnel Management. ***Topics:*** Personnel - General, Management Category, Organization and classification, Human Resources Usage, Official Languages, Staffing, Staff Relations, Compensation, Personnel Legislation & Regulations, Index and Lexicon, PMM bulletins, Occupational Health and Safety, Employees Services, Personnel - Pay Input, Pay Administration, Insurance and Related Benefits, Superannuation Administration, Training Development Information System TDIS, Official Languages Procedures, Management Classification Standards, Classification Standards, Collective Agreements, Lists of Changes, Isolated Posts Directive, Foreign Service Directives, Public Service Commission, Insurance Administration, Corporate Review of the PMM. ***Program Record Number:*** TBS HRB 360

Pride and Recognition
Description: Information on persons employed in the Public Service who have been nominated for the outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. ***Topics:*** Ethics and Values – Ethics and incentives, Human rights – committees, personal harassment; Pride and Recognition – Incentive Award Board – Award of excellence, Incentive award plan, Long Service Award, Merit Award, Outstanding Achievement Award, the Head of the Public Service Award, Reporting, Resource Management Award, Senior Officer Retirement Certificate, Suggestion Award – Cash Awards, Liaison - Departments, Agencies and Crown corporations. ***Program Record Number:*** TBS HRB 110

Public Service Staff Relations Act
Description: Information on the Staff Relations Act, amendments, and related general information. ***Topics:*** Public Staff Relations Act; Review – Finkelman study. ***Program Record Number:*** TBS HRB 490

Quality of Worklife
Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. ***Topics:*** Quality of worklife; Committees and councils; Conferences and seminars; Consultations – governments - federal. ***Program Record Number:*** TBS HRB 325

Safety, Health, Employee Benefits and Services
Description: Information on government policies for the cost-effective provision of services in support of programs of departments and agencies, including 1) Conferences - control of conference sponsorship and attendance; 2) Foreign Service Directives – special working conditions provided for personnel serving outside Canada; 3) Isolated Posts - allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations in Canada, on consultations within the National Joint Council, on grievances and interpretations; 4) Living Accommodation - rental of Crown housing to employees, on the determination of taxable benefits, if any, on special applications, on consultations with the National Joint Council, on grievances and interpretations; 5) Relocation - employees and employer practices; 6) Travel -information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. ***Topics:*** Employee Services Policy; Clothing; Services; Charitable campaigns; Hospitality; Membership fees; Staff relations - collective agreements and interpretations; Taxis. 1) Conferences and conference centres; 2) Foreign Service Directives - Committees – Interdepartmental Committee on External Relations (ICER), Commonwealth Secretariat; Directives – committees, heads of posts directives, individual - deletions, official hospitality directive, posts - indices, revisions; Indo China Regulations; Locally-engaged staff; Military; Non-rotational assignments; Outside practices; 3) Isolated posts – Allowances Committees, Isolated post locations; 4) Living accommodation – Charges, National Defence; 5) Relocation - appointees; Group move; Disposal and acquisition of accommodation; Family separation and house-hunting trips; Incidental expenses; Shipment of effects; Special applications – National Defence, Royal Canadian Mounted Police; Special situations; 6) Travel - Accommodation; Commercial transportation – commercial air – first class; Employee-driven vehicles – privately-owned vehicles; Exceptions to the policy; Meals and incidentals; National Joint Council Committee; Special travel situations; Travel agencies; Parking charges – Departments, agencies and Crown corporations submissions; Grievances; Survey of core area parking. ***Program Record Number:*** TBS HRB 085

Separate Employers
Description: Information on separate employers as listed and modified from time to time under Part II of Schedule 1 to the Public Service Staff Relations Act. ***Topics:*** Separate employers; Agencies – Office of the Superintendent of Financial Institutions, Office of the Auditor General, Non-Public Funds, Communications Security Establishment, National Capital Commission; National Film Board, National Research Council, Public Service Staff Relations Board, Social Sciences and Humanities Research Council, Canadian Food Inspection Agency, Indian Oil and Gas, Atomic Energy Control Board (AECB), Canada Investment and Savings (DET), Canadian Polar Commission (POL), Canadian Security Intelligence Service (CSIS), Medical Research Council (MRC), National Energy Board (NEB), National Round Table on the Environment and the Economy (NRTEE), Natural Sciences and Engineering Research Council (NSE), Northern Pipeline Agency (NPA), Office of the Correctional Investigator (OCI), Parks Canada Agency, Security Intelligence Review Committee (SIR) and Statistical Survey Operations (STY). ***Program Record Number:*** TBS HRB 500

Strategic Planning and Analysis
Description: Various SPAD issues including Policy, general meeting information, specific project files. ***Topics:*** Strategic planning and analysis; Departmental programs initiatives; Occupational Categories and Groups; Policies and projects – Committees, councils and retreats, Hudson Institute, Human resources management regime benchmarking, Projects (career development / programs, deployment, performance rewards, and performance standards), Human resources management of the science and technology community. ***Program Record Number:*** TBS HRB 170

Treasury Board Manual (TBM) Human Resources Component 1990-1997
Description: Treasury Board policies and guidelines on human resources management. ***Topics:*** Classification, Compensation, Employee Services, Executive Group, Human Resources, Insurance and Related Benefits, Isolated Posts Directive, Occupational Safety and Health, Official Languages, Pay Administration, Staff Relation, Training Guide. ***Program Record Number:*** TBS HRB 175

Values & Ethics
Description: Centre of expertise, leadership and services for public service values and ethics. ***Topics***: Ethics and values – Ethics and incentives, Human rights committees, Personal harassment; Policies and principles, Advice and services, Education and information. ***Program Record Number***: TBS HRB 510

Universal Classification Standard
Description: Files related to the design of the Universal Classification Standard. ***Topics:*** Classification

Simplification Group; Classification and occupational group structure; Artificial Intelligence (AI) Technology Exclass project; Classification standards and agreements; Committees; Conferences meetings symposia and presentations; Consultations and participation – consultants, departments and agencies, unions; Departmental work descriptions; Universal classification standard (UCS) – conversion – reference positions, General Services group (GE) – implementation, HS/GS hospital services and general services, degree illustrations; Universal Job Evaluation Plan (UJEP) – committees, whole job ranking activity; Training – universal job evaluation plan (UJEP); Universal Classification Standard; Evaluation plan redesign; Communication files – decks, speeches, meetings, flip charts; Design simplification – work descriptions; Implementation – enquiries Canada and reporting on the departmental UCS project plan; Interdepartmental Model Work Description (IMWD); samples on the work information gathering tool (WIGT) by participant number; Information technology; Training. ***Program Record Number:*** TBS HRB 120

Chief Information Officer

Administrative Policy

Description: General information on the development, implementation and monitoring of policies, regulations and suggested practices for government information and information management. ***Topics:*** Treasury Board Manual / Information and Administrative Management volumes distribution; departmental role issues; planning and evaluation, long-range planning, performance measurement, planning; restraints on administrative expenditures; Treasury Board Senior Advisory Committee (TBSAC). ***Program Record Number:*** TBS CIO 025

Administrative Renewal

Description: Administrative processes on re-engineering and including the promotion of locally-shared support services. ***Topics:*** Re-engineering employee pay and benefits processes; re-engineering procurement and payment processes; locally- shared support services projects; secretariat support for the Council for Administrative Renewal (CAR); Committees and Councils; Conferences, Meetings, Seminars; Program Review; Overhead Services/Corporate Services Renewal; DM Task Force on Management of Overhead Services; Alternative Service Delivery. ***Program Record Number:*** TBS CIO 010

Business Processes and Information

Description: Information on business process initiatives including Paper Burden Reduction, Canadian Firearms and Registry; Innovations Quality Exchange ***Topics:*** Business Processes and Information; Committees; Enhanced Service to the Public; Informatics Disaster Recovery; Innovations Quality Exchange (IQE); Conferences, Meetings, Seminars; Projects; Working Group on Paper Burden Reduction; Federal Presence; Canadian Firearms and Registry Services. ***Program Record Number:*** TBS CIO 105

Chief Information Officer

Description: Information related to the mandate and functions of Chief Information Officer (CIO). ***Topics:*** Committees; Conferences; Meetings; Seminars; Liaison with Corporations, Companies, and Firms; Liaison with Departments and Agencies; Surveys with departments on Y2K compliancy; Presentations. ***Program Record Number:*** TBS CIO 040

Financial Management Information and Systems (Old files from the obsolete Office of the Comptroller General (OCG)

Description: Information on financial management systems currently operating in departments and agencies with proposed enhancements, improvements and changes to these systems; data on periodic performance measurement. ***Topics:*** Financial and information management Committee, Conferences, meetings and seminars; Liaison with corporations, companies and firms; Financial management information and systems, Auditor General reports; Budgets; Committees; Conferences, meetings, seminars, symposium; Crown corporations; Departmental Financial Reporting System (TIMAC); Electronic authorization project (SSC); Departmental expenditure plan (Part III) of the Estimates; Financial administration evaluation; Financial management and systems (FMS) guidelines for cost-effectiveness; Increased Ministerial Authority and Accountability (IMAA); Information management; Information Technology and Systems Plan (ITSP); Joint Comptroller General services review of the expenditure process; Operational Plan Framework (OPF); Development and implementation of Performance Measurement; Improvement of Management Practices and Control (IMPAC), Administrative Overhead, Projects reports and reviews; Presentations; Publications; Reform of the estimates; Specifications for departmental systems; Systems inventory; long-range systems planning; Commercial suppliers; departments, agencies and Crown corporations. ***Program Record Number:*** TBS CIO 077

Government Systems

Description: Information on shared systems for initiatives for the management of Executive Information, for Record Document Information Management, Information Resource Centres (Library, Text Retrieval, Publishing, Media Monitoring). Includes reports received from government departments and agencies outlining functional requirements for the domains. ***Topics:*** Committees, Conferences, Meetings, Seminars; Shared Systems, Liaison, Software, Projects, User Group. ***Program Record Number:*** TBS CIO 155

Information Policy
Description: Information on the implementation and evaluation of policies and guidelines on the management of "public" information policy. ***Topics:*** Committees and meetings; Corporate information management; forms management; information banks; information collection; information inventory; information management, records management, management of information technology, management of government information holdings, use of electronic networks, internet strategy. ***Program Record Number:*** TBS CIO 055

Infrastructure Investment Management
Description: Information on the federal government's information and technology standards activities. ***Topics:*** Policy development; committees; Advisory Committee on Information Management (ACIM): Conferences, Meetings, Seminars; Initiatives, Projects and Studies; Informatics Infrastructure Fund; Informatics Partnership Fund; IT Community Management Program; External Liaison with Associations, Companies and Firms, Countries and Institutes, Portfolio Liaison with Departments and Agencies; Treasury Board Information Technology Standards (TBITS); Addressing Standards, Character Sets and Coding, Common Reference Data Definitions, Dbase, Directory, Electronic Data Interchange, Electronic Document Standards, Ergonomics, Expert Systems Standards, Geomatics, Imaging Systems Standards, Information Systems Engineering, Information Technology Vocabulary, Integrated Services Digital Network, Keyboard Standard, Office Systems Standards, OSI Implementation Committee/Profile, Programming Languages and Operating Systems, Single Business Registration Number, Smart Card, Software Engineering, Software Quality Assurance, Telecom Wiring System, Thesaurus Standards Working Groups. ***Program Record Number:*** TBS CIO 030

Interdepartmental Public Key Infrastructure Task Force
Description: Information about the development and implementation of policy and infrastructure for the Government of Canada Public Key Infrastructure, including progress across the federal government departments and working groups, and liaison with other levels of government and the private sector. ***Topics:*** Certification Policies; Committees; Communications; Conferences and Trade Shows; Electronic Authorization and Authentication; Electronic Commerce; Information Management; Record and Archives Working Group; Liaison with International Countries; Liaison with Provinces; Liaison with Companies, Firms, Associations; Liaison with Departments and Agencies; Meetings; Policy Law; Pathfinders Project, Secure Messaging Pilot Project; Technology Programs, Technology Directories, Standards of Technology, Vendors associated with Technology. ***Program Record Number:*** TBS CIO 110

Integrated Planning Blueprint Management
Description: Information on various IT initiatives including Canadian Government Online, Technology in Government and Financial Management ***Topics:*** Blueprint; Committees, Workgroups, Task Forces; Government On Line (CGOL); Projects and Studies; Information Management Plan (IMP); Financial Management (FIS); Management of Overheads; Network Management; Information Technology and Information Management (IT/IM); Information Technology (IT), Technology in Government; Services to the Public ***Program Record Number:*** TBS CIO 115

Smart Cards
Description: Electronic information about smart card technology and how it might be applied in the federal Public Sector. ***Topics:*** Background material and reports about Smart Cards, correspondence. ***Program Record Number:*** TBS CIO 060

Strategic Directions and Analyses
Description: Information on various senior level IT-focused Committees in which the CIOB participates. ***Topics:*** TIMS (TBSAC Information Management Subcommittee) Secretariat; Information Services; Conferences, Meetings, Seminars; Electronic Service Delivery; Advisory Committee on Information Management (ACIM); Public Sector CIO Forum. ***Program Record Number:*** TBS CIO 125

Strategic IM/IT Infrastructure Initiative (SII)
Description: Information on developments of the government's common and shared IM/IT infrastructure supporting electronic service delivery to Canadians. ***Topics***: Strategic IM/IT Infrastructure Framework; Federated Architecture Approach for developing the government's IM/IT infrastructure; SII Program Management; Interoperability; Domain Architectures; IM/IT Governance; IM/IT Board of Management; SII Business Plan; SII Communications Strategy; Citizen-Centred Service Delivery; Adaptive Infrastructure.: ***Program Record Number:*** TBS CIO 160:

Communications and Executive Services

Access to Information and Privacy
Description: Information on the administration of the Access to Information and Privacy legislation within the Treasury Board Secretariat. ***Topics:*** Policies and procedures governing access to and release of information, and the application of exemptions; investigation of complaints by the Information and Privacy Commissioners of Canada; statistics and activity reports; Access to Information and Privacy information bank files; updates to InfoSource; and liaison with other government departments. ***Program Record Number:*** TBS CES 005

Public Affairs
Description: Information on services in the areas of communication, public relations and publishing, and documentation on coordinating activities in the Treasury Board Secretariat. ***Topics:*** Books and Publications; Committees; Publishing Authority, Internal Communications and Public Environment Analysis; Strategic Communications and Media Relations; Chief Information Officer Branch; Comptrollership Branch; Corporate Services Branch; Economic Sector; Expenditures and Management Strategies Sector; Government Operations Sector; Human Resources Branch; Media Clippings; Service and Innovation Sector; Social and Cultural Sector; Office of the Staff Ombudsman. ***Program Record Number:*** TBS CES 006

Treasury Board Submissions
Description: Departmental submissions to the Treasury Board of Canada. Treasury Board submissions and related documents are confidences of the Queen's Privy Council and excluded from the purview of the Access to Information and Privacy Acts. ***Topics:*** Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports, synopsis, Treasury Board of Canada meetings, Treasury Board Submissions Tracking System. ***Program Record Number:*** TBS CES 015

Comptrollership Branch

Community Development and Special Projects
Description: Provides strategic directions and coordination of key initiatives for community development and capacity building across comptrollership. This includes UCS, Learning Advisory Panels, and training and development initiatives. The Division is broadening its services to extend to and integrate functional communities through recruitment activities, mobility, point-of-contact, and learning events. Also provides coordination and management of the Breaking Barriers initiative as well as internal corporate projects. ***Topics:*** Professional development; Advice and assistance; Classification organization staffing – benchmarks, classification, staffing and selection; Committees – IACFAD; Courses – departmental programs, government expenditure management and resourcing; Educational leave co-op replacement program; Financial officers – classification, human resources planning, organization, recruitment and development, staffing, training – development of new financial administration training; Internal audit officers human resources planning; Liaison – universities; Point of contact assignment programs; Conferences meetings, seminars; Special studies; Professional Development Team and related conferences and meetings, portfolio by department, portfolio by region; projects – PE university recruitment, selection and recruitment and training and development. ***Program Record Number:*** TBS DCG 005

Comptrollership Modernization Office
Description: To support the Comptroller General in leading modernization and to transfer ownership of the Report of the Independent Review Panel on Modernization of Comptrollership in the Government of Canada from the Panel to every part of the Public Service; develop integrated initiative along lines of four main elements: financial and non-financial performance information, risk management, values and ethics, and appropriate control systems; provide support for modernization efforts of organizations and individuals; work with external parties to forge alliances; work with other central agencies to create meaningful incentives for excellence and remove unnecessary barriers and burdens; and set up and support 3 committees that will provide direction and stamina to the modernization efforts: secretariat support for Modernization's governing bodies: DMs' Modernization Task Force (MTF); ADMs' Comptrollership Council; Standards Advisory Board; and Pilot DGs' working group. ***Topics:*** Comptrollership modernization; Conferences, colloquiums, symposia and seminars; Departmental liaison; Directing and sustaining mechanisms; Initiatives; Key group/partners in modernization; Substance - capacity (common learning priorities for the Comptrollership community) and standards; key initiative documents: Modernization Assessment and Reporting Framework; Modernization Roadmap; Progress report on Fundamentals. ***Program Record Number:*** TBS DCG 010

Deputy Comptroller General
Description: Reponsible for co-ordinating organizational requirements for the Comptrollership Branch. ***Topics:*** Conferences, meetings, seminars; Committees; Liaison with departments and agencies; General information generated by the Office of the Comptroller General; Auditor general – Study of Procedures In Cost Effectiveness (SPICE); Committees; Freeze on discretionary spending; Parliamentary matters; General human resource and administration. ***Program Record Number:*** TBS DCG 665

Estimates and Public Accounts
Description: General Information on the analysis and recommendations provided to the Treasury Board to assist in decisions on departmental business plan, the main and supplementary estimates. ***Topics:*** Standing Committee on Public Accounts; Annual reference level update (ARLU) and Main Estimates; Supplementary Estimates; Parliamentary Matters; Supply; Financial Administration; Governor General's warrants; Full-time equivalents and (FTE's). ***Program Record Number:*** TBS DCG 575

Expenditure Analysis and Operations
Description: Provides analysis, advice, operations and systems underlying the government's expenditure management system. ***Topics:*** Annual Reference Level Update (ARLU), Supplementary Estimates, Governor

General's Warrants, TB Contingencies Vote, operating budget carryforward, Program Review, budget aspects of collective bargaining, financial implications of ERI/EDI programs. ***Program Record Number:*** TBS DCG 595

Financial Management Policy
Description: Provides the policy framework and advice to support modern comptrollership across the Government of Canada in the areas of financial management standards, Financial Information Strategy (FIS), government accounting, management and collection of receivables, and cost recovery. ***Topics:*** Financial management policy; Committees; Accounting and control of expenditures; Alternative service delivery; Banking; Cash management; Cheque issue security and bank losses; Comptrollership; Conferences, meetings and symposiums; Corporate credit cards; Cost-effective management control; Cost recovery; Crown corporations – acts, legislation and regulations; Departmental bank accounts; Departmental enquiries; Grants and contributions; Guide on financial administration for departments and agencies of the Government of Canada; Improvement of management practices and controls; Increased Ministerial Authority and Accountability (IMAA); Liaison – accounting associations; pay; payables at year end (PAYE); Petty cash; Projects; Public accounts – capital assets, Canadian Institute of Chartered Accountants / public sector accounting and auditing committee (CICA/PSAAC), Crown corporations, fixed assets, revolving and working capital advances, Standing Committee on Public Accounts, superannuation, valuation of recorded assets; Regulations – loss of money, public officers guarantee; Accounting and control of revenue and accounts receivable - collection of debts due the Crown – collection methods (revenue guidelines master agreements), deletion of debts due to the Crown – Standing Interdepartmental Committee on Uncollectable Debts, interdepartmental settlements, standing advances; Acts – Adjustments of Accounts Act, Financial Administration Act – amendments – sections 1-100 (prior to 1985); Review of collective agreements; Special Operating Agencies (SOA); Standard payment period and interest payment policies; Travel; Treasury Board manual on financial management; Financial information strategy and related information such as committees and councils, conferences, meetings and symposium, contracts, departmental consultations, functional requirements, reports, systems, consultants, OCG/FIS projects and SSC/FIS projects. ***Program Record Number:*** TBS DCG 585

Internal Audit
Description: To provide the policy framework and advice to support modern comptrollership across government and to serve as the interface with the Office of the Auditor General on issues related to their audit reports to Parliament. ***Topics:*** TB Internal Audit Policy; TB Official Languages Policy and Program audits; Auditor General's quarterly reports to Parliament; Commissioner of the Environment and Sustainable Development yearly report to Parliament; (known as MIAP, Measuring Internal Audit Performance) and the Study of Internal Auditing in the Federal Government Audit and review; Auditor General of Canada – financial management control study II (FMCS); Committees; Conferences, meetings, presentations, briefing; Improvement of management practices and controls – action plans – implementation – by departments and agencies, survey II; Information exchange protocol – departmental audit reports; Information Technology Audit Development Centre (ITADC); Internal audit – audit and evaluation, committees, development and implementation of contribution audit policy and procedures, employment and staffing, Government Internal Audit Plan (GIAP) – by fiscal year, Increased Ministerial Authority and Accountability (IMAA), liaison, research projects, study of internal audit – handbook, standard for internal audit, training and development; Liaison; Audit and review – departments and agencies; Internal Audit; Conferences, workshops and seminars; Departmental evaluation and audit operations; Liaison – companies, corporations and firms, foreign countries, societies, institutes and organization; Office of the Auditor General. ***Program Record Number:*** TBS DCG 020

Materiel Management
Description: Information on Treasury Board policies and guidelines in relation to the management of materiel including the planning, acquisition, use and disposal of materiel assets. ***Topics:*** Materiel; Committees; Common services organizations; Materiel management – assignment and guidance services or disposal; motor vehicles and Special Operating Agencies. ***Program Record Number:*** TBS DCG 660

Planning, Performance and Reporting
Description: Information on performance measurement, use of performance evidence in planning, improving results based accountability, results based management, inter-departmental and departmental reporting, program evaluation and review; to account for sound management and stewardship of resources. ***Topics:*** Review and evaluation studies; evaluation frameworks and assessments; review and evaluation accountability frameworks; performance reporting; results and performance database; improved reporting to Parliament project; performance indicators; results aspects of Planning, Reporting and Accountability Structure (PRAS); inter-departmental, horizontal and corporate government review; stewardship; and policies, procedures and methods. Planning, performance and reporting; Auditor General of Canada; Committees; Conferences and meetings; Departmental evaluation and audit operations; Departmental performance reports; Economic and Regional Development Agreements (ERDA) – Alberta, Manitoba, New Brunswick, Newfoundland, Prince Edward Island, Quebec, Saskatchewan; Evaluation and audit community development; Government internal audit plan (GIAP); Liaison – other governments, companies,

corporations, firms, societies, institutes, organizations; Reports – audit evaluation and review; Sectors and projects – parliament and evaluation, sector operations – evaluation of Science and Technology; Government-wide initiatives – work force adjustment (WFA); Corporate projects planning and management; government-wide projects – breaking the barriers – Council for Administrative Renewal (CAR); Performance measurement; Public Account Committee; Special projects – Canadian Dairy Commission, international relations; Special studies. Program evaluation and operations; Committees; Community development; Conferences and meetings; Departmental program evaluation operations – frameworks, assessments and studies; Economic and regional development agreements (ERDA) – by provinces; Increased Ministerial Authority and Accountability (IMAA); Liaison – departments and agencies, other governments, societies institutes organizations; Projects – corporate projects, sector operations, specific evaluation studies; Task force on program evaluability; Program evaluation methods; Training and development. ***Program Record Number:*** TBS DCG 110

Procurement Policy
Description: Development and interpretation of policies and guidelines on procurement acquisition approaches for goods, services and construction. ***Topics:*** Contracting – trade agreements (NAFTA, AIT, WTO-AGP; FTAA; APEC, including Working Groups, negotiating mandates and reporting requirements); Contracting - bonds securities holdbacks, commission of inquiries and royal commissions, comprehensive land claims including British Columbia treaty commission, Yukon First Nations and self-government agreements; Contracting construction dredging; projects; repairs renovations and overhauls; contract on claims and disputes; Contracting for goods National Defence; ownership of intellectual property arising from Crown procurement contracts; Exception to government contract policy study; Contracting for services, Advertising and public relations, Cleaning services, Education and training, Fee guidelines, Films, television and theatre, Former government officials, Health and medical services, Personal service contracts, Protection services, Reporting requirements (project headcount) and Transportation services; Increased Ministerial Authority and Accountability (IMAA); Indemnification in contracting; Liaison with associations on contracting; Tenders for contracting; Treasury Board Advisory Committee on Contracts (TBACC); Year 2000 compliance project on contracting; Procurement review – Canadian annual procurement strategy; Bid depositories; Consulting and professional services – architectural and engineering services contracts; central inventory of management consultants; consultants and consulting services contracts; reports; Temporary help services. ***Program Record Number:*** TBS DCG 045

Project Management
Description: Development and interpretation of project management policies and guidelines. ***Topics:*** Major Crown projects – policy development; CF-18 system engineering support; Equipment – Armoured vehicle general purpose; Canadian patrol frigate program; Class VIII icebreaker (polar); Destroyer life extension project; Intelligence and security complex; Kenya energy program; Leopard tank; Long range patrol aircraft (cp-140); Medium logistic vehicle wheeled; Military and operational support trucks project; Mobile satellite program; New fighter aircraft (CF-18); North Atlantic Treaty Organization (NATO) airborne early warning and control systems; Purchase and use of solar heating program; Radar modernization program; Radar satellite; 'R' class icebreaker; Regional operations control centres; Remote Manipulator System (CANADARM) – National Research Council (NRC); Search and rescue satellite; Small Arms Replacement Program (SARP); Strategic Automated Message Switching Operational Network (SAMSON); Terminal Radar and Control Systems (TRACS); Tribal Class Update (TCUP) (TRUMP); Water bombers (CL-215); Facilities – inmate accommodation program; Maduru Oya reservoir complex; Mirabel; Montreal Major Area Postal Plant (MAPP); Place Guy Favreau; Prairie Branch Lines Rehabilitation Program; Rideau Centre; Ridley island – coal terminal, grain terminal; Saint-Jean megaplex; Toronto Major Area Postal Plant (MAPP); Nato Flying Training in Canada (NFTC); Non-traditional MCP's; Project leaders; Long term space plan; Project management – equipment – Pan African Telecommunications network. ***Program Record Number:*** TBS DCG 075

Real Property Management
Description: Information on holdings of individual departments and Crown corporations in Canada and around the world. ***Topics:*** Real Property Management Division; Conferences, meetings, symposiums; Committees; Information systems; Portfolio management – Capital projects review – major Crown projects; Custody assignment; Federal land management reviews; Federal land sales program; Inventory planning – Area Screening Canada (ASC) studies; managed disposals; strategic studies; Crown corporations – Canada Lands Company Limited, Canada Post Corporation; National Capital Commission; Harbour commissions; Program departments – (all by departments); Departments – accommodation and utilization reports. ***Program Record Number:*** TBS DCG 655

Real Property Management Policies and Regulations
Description: Information on central policies and regulations governing real property. ***Topics:*** Policy and services – accommodation planning, policies in administrative policy manual, regulations and general authorities; Real Property - Aboriginal issues; Real property policy – accessibility; administration; environment; heritage; investment; management framework; open and fair transaction; revenue; transaction processes; use of facilities; monitoring guide;

Studies, surveys, evaluations and monitoring; Management reform – phase I, legislation; phase II. ***Program Record Number:*** TBS DCG 650

Risk Management
Description: Information on the government's policy on understanding, managing and communicating risk, including identification of risk, its cost effective minimisation, containment of the effect during or following a harmful or damaging incident, underwriting and any resulting compensation or restoration. ***Topics:*** Ex gratia payments - Damage and losses, Remuneration, Special cases; Management of risk - Compensation / restoration, Interpretations, enquiries and studies, Underwriting, Modern comptrollership – associations, Business planning and reporting, committees, Conference Board of Canada, conferences, meetings and symposiums, contracts; Risk management - Claims and ex gratia payments, Fire protection, investigation and reporting; Indemnification of servants of the Crown (prior to September 1996), Provision of legal assistance to Crown servants (prior to September 1996), Volunteers, Indemnification of and legal assistance for Crown servants. ***Program Record Number: TBS DCG 670***

Corporate Renewal and Knowledge Management Office

Corporate Renewal and Knowledge Management Office
Description: The Corporate Renewal and Knowledge Management Office maintains a collection of information used for the assignment brokerage program, such as: documentation of TBS managers' requirements for recruitment and succession planning; number and level of positions to staff; job descriptions; lists of candidates (both inside and outside of the public sector); candidates' résumés and related materials; statistics; e-mails; memos; and aide-memoirs. ***Topics:*** Assignment brokerage program. ***Program Record Number:*** TBS CRKMO 001

Economic Sector

Economic Sector
Description: Activities focussed on departments and agencies involved in Canada's economic union; advice on regulatory issues; liaison with the Special Committee of Cabinet; oversight and advice with respect Crown Corporations; Industry, Science and Regional Development, Regulatory Unit, Environment and Transportation and Agriculture, Fisheries and Natural Resources issues. ***Topics:*** Policy, program and expenditure proposals from departments and agencies; financial management and comptrollership issues; integrity of the Expenditure Management System; regulatory proposals and issues; Annual Reference Level Updates (ARLU); Corporate Plans for Crown Corporations, Main and Supplementary Estimates; and Parliamentary matters, Classification of Accounts/Allotments, and Main Estimates (MYOP). ***Program Record Number:*** TBS ECO 001

Program Branch (Old files from the obsolete Program Branch)
Description: General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates. ***Topics:*** Agencies and departments; briefs from outside organizations; business plans, annual reference level update (ARLU) and main estimates; policy and expenditure management system pertaining to economic sector, foreign and defence policy sector, government operations sector, social and cultural sector; supplementary estimates; parliamentary matters; persons-years; capital plans and project analysis. ***Program Record Number:*** TBS PRB 275

Regulatory Affairs
Description: Information on the government's regulatory policy and on the regulatory process. ***Topics:*** Regulatory policy; regulatory process action plan; regulations – statutory instruments; departments and agencies; federal-provincial-territorial relations; international affairs; interdepartmental committees; Federal Law Enforcement Under Review (FLEUR); parliamentary committees; interest groups, program evaluation, Business Plans. ***Program Record Number:*** TBS PRB 300

Expenditure and Management Strategies Sector

Expenditure Strategies Division
Description: The Expenditure Strategies Division is responsible for developing effective strategies by which the Secretariat can support evolution of the management board concept through the approach it takes in fulfilling its expenditure management responsibilities. This role involves liaison with the Department of Finance in establishing and managing the expenditure framework. ***Topics:*** Expenditure Management System, Program Integrity. ***Program Record Number:*** TBS EAMS 010

Management Strategies Division
Description: The Management Strategies Division is primarily responsible for achieving greater and more effective integration across the Secretariat and promoting the development and use of key tools to support integrated knowledge management. The division coordinates various TBS initiatives such as the preparation of Departmental Management Assessments and an annual review of Perspectives. ***Topics:*** Departmental Management Assessment, Management Board, Operations Committee, Business Planning, Institute of Public Administration of Canada - Business Planning, Accountability Accords. ***Program Record Number:*** TBS EAMS 005

Government Operations Sector

Access to Information Act and Privacy Act (Policies)
Description: Information on policy development regarding the Access to Information Act and Privacy Act and activities by government institutions in fulfilling the requirements of this legislation. ***Topics:*** Briefings and presentations; bulletins; contracts; evaluation; institutions; printing production and distribution; provinces and other countries; reports; issues and legislation relating to access, access register; privacy index, issues and legislation relating to privacy. ***Program Record Number:*** TBS GOS 145

Government Operations
Description: Information on the analysis and recommendations provided to Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates; Year 2000 transition issues, Access to Information Act, the Privacy Act and the Security Policy and Infrastructure. ***Topics:*** Administration and Financial Management Issues, Classification of Accounts/Allotments, Annual Reference Level Update (ARLU), Main Estimates (MYOP), Expenditure Management Systems (EMS), Planning, reporting and accountability structure (PRAS) and information on Year 2000 transition issues relating to departments and agencies dealing with government operation functions. The Government Operations Sector includes the following sectors: Information and Security Policy Division, PWSGC Portfolio and Services, Foreign and Defence, Justice and Solicitor General, Government Operations and Immigration. ***Program Record Number:*** TBS GOS 001

Infrastructure Works Database
Description: This database contains summary information on the projects approved (approximately 17,000) under the Canada Infrastructure Works Program. Its main purpose is to provide information for monitoring and analysis of project approvals. It is also used for statistical purposes. ***Topics:*** Plans and programs of Agencies; Infrastructure Program Evaluation; Project approvals by province Access: data received from implementing agencies updated on a monthly basis. ***Program Record Number:*** TBS GOS 250

Program Branch (Old Files from the obsolete Program Branch)
Description: General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates. ***Topics:*** Agencies and departments; briefs from outside organizations; business plans, annual reference level update (ARLU) and main estimates; policy and expenditure management system pertaining to economic sector, foreign and defence policy sector, government operations sector, social and cultural sector; supplementary estimates; parliamentary matters; persons-years; capital plans and project analysis. ***Program Record Number:*** TBS PRB 275

Security
Description: Information on security issues in the public service. Topics: Business resumption planning; committees; departments and organizations; implementation; information technology security; other countries; personnel screening with Personnel Policy Branch; comprehensive security policy; projects; standards; training. ***Program Record Number:*** TBS GOS 120

Service and Innovation Sector

Alternative Service Delivery
Description: "Alternative Service Delivery" means selecting the best means of delivering programs and services to meet government objectives in a manner relevant to the needs and values of Canadians as citizens, clients and taxpayers. This includes: organizational options within the federal government, such as special operating agencies, service agencies and Crown corporations; partnerships among federal organizations, with provinces or the not-for-profit and private sectors to pursue common objectives; devolution of federal programs to other levels of government; commercialization where more businesslike approaches or private sector expertise can provide better value for money, such as through employee take-overs, contracting for services and revenue generation; and privatization of government services that are no longer necessary. ***Topics:*** Alternative Service Delivery, Committees, Employee Take-overs; International Programs, Bilateral Agreements, Visits; Initiatives Support Fund; Partnerships and Partnering; Service Agencies; Special Operating Agencies. ***Program Record Number:*** TBS S&I 005

Common Services Policy
Description: Treasury Board policy and guidelines on the provision of central administrative services to federal departments and agencies by common service organizations. ***Topics:*** Optional and mandatory common services, funding issues, competition, accountability framework, and assessment of mandatory services. ***Program Record Number:*** TBS S&I 585

Government Communications
Description: Information on the development, revision, application and implementation of the various government communications policies and related guidelines. ***Topics:*** Communications policy advertising, publishing; public opinion research; fair communications practices; media relations. ***Program Record Number:*** TBS S&I 035

Crown Corporations Policy
Description: The President of the Treasury Board's "Annual Report to Parliament on Crown Corporations and Other Corporate Interests of Canada" is the government's

annual reporting on all federal corporate holdings including Crown corporations, mixed and joint enterprises and other entities. This document fulfils statutory requirements under the FAA for reporting on employment, expenditures and other operational information as well as records of tabling in Parliament of summaries of corporate plans, budgets and annual reports. Other information found in the corporate information system. ***Topics:*** Crown Corporation Policy relating to Accounting / Financial and Auditing Issues; Boards of Directors / Corporate Governance; Briefings to and from Financial Institutions and Associations, International, Provinces; by-laws; Conferences and Seminars; Creation of New Corporate Entities, Departmental Corporations, Exempt Corporations, Mixed and Joint Enterprises; Corporate Plan Process; Corporation Issues; Crown Corporations Administrative Policies; Crown Corporations General (Part X) Regulations; Environment; Financial Administration Act (FAA) Legislation; Guidelines; Housing; Legal Opinions; Official Languages; President's Annual Report to Parliament; Public Policy Purpose Mandate Review; Taxation of Crown Corporations; Trade Issues; and Transportation. ***Program Record Number:*** TBS S&I 580

Delivery of Government Services (Old files from the obsolete Administrative Policy Branch (APB)
Description: "Stretching the Tax Dollar: Making the Organization More Efficient" and "Stretching the Tax dollar: Make or Buy?" are tools to help Public Service employees save taxpayers dollars in their every day activities. Managers and staff in many federal departments and agencies contributed to developing these guides and tested them on operational programs. Departments identified ways to increase efficiency and reduce costs. "Stretching the Tax Dollar – Make the Organization More Efficient" sets out an approach managers can use to determine how to deliver quality government services at least costs. The methodology involves conducting a preliminary assessment, specifying the results expected, assessing service delivery options, and designing the most efficient in-house approach. "Stretching the Tax Dollar – Make or Buy?" helps managers compare the cost of providing services in-house with the cost of contracting out. The process involves getting the costs right, ensuring an objective assessment and comparing similar services. ***Topics:*** Employee take-over; foreign; liaison with departments and agencies; make or buy; most efficient organization (MEO); Nielsen Task Force (ministerial task force on program review); Public Service 2000; restructuring. ***Program Record Number:*** TBS S&I 229

Federal Identity Program
Description: Information on the development, revision and implementation of government policy on the Federal Identity Program. ***Topics:*** Field Survey with departments and agencies when applying and implementing the Federal Identity program; liaison with provinces, territories; visual identity with regards to symbols, public information, signage, stationary and forms, vehicles Policy, guidelines, procedures and design standards associated with the implementation and management of the Federal Identity Program. Includes visual identity practices as they apply to such things as stationary and forms, signage, and vehicles. ***Program Record Number:*** TBS S&I 050

Federal Regional Councils Secretariat
Description: Ensures liaison among 10 Regional Councils of Senior Federal Officials, and between them and central agencies and departments in Ottawa. ***Topics:*** Federal Regional Councils, Committees and Meetings, Provinces, Horizontal Issues Management. ***Program Record Number:*** TBS S&I 015

Innovation and Quality Services
Description: Promote and support the Government of Canada in developing initiatives, tools, frameworks and policies to improve public access to government services and foster continuous improvement within government Organization. ***Topics:*** Innovative and Quality Services; Make or Buy (M/B); More Efficient Organization (MEO); Portfolio Management; Quality Management; Quality Networks and Institutions; Quality Tools, Service Standards; Training and Development; Public Access; Phone services; Blue Pages; Service Improvement; Organizational effectiveness; Interdepartmental Service and Innovation Network; Electronic Service Delivery, Quality Tools, Service Standards; Citizen Engagement, Citizen Satisfaction, Needs and Preferences, Innovation. ***Program Record Number:*** TBS S&I 010

International Programs Unit
Description: Providing a window on the world of public sector reform and innovation by managing international agreements, memberships and networks to support policy priorities; developing and sharing knowledge of international public management innovations; and ensuring consistency and coherence to TBS international activities. ***Topics:*** Bilateral agreements; memberships in international organizations; visiting delegations; marketing public service expertise; international public management innovations. ***Program Record Number***: TBS S&I 590

Social and Cultural Sector

Program Branch (Old files from the obsolete Program Branch)
Description: General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the Main and Supplementary Estimates. ***Topics:*** Agencies and departments; briefs from outside organizations; business plans, Annual Reference Level Updates (ARLU) and Main Estimates; policy and expenditure management system pertaining to Economic Sector, Foreign and Defence Policy Sector, Government Operations Sector, Social and Cultural Sector; Supplementary Estimates;

parliamentary matters; persons-years; capital plans and project analysis. ***Program Record Number:*** TBS PRB 275

Social and Cultural Sector

Description: Analysis and recommendations provided to the Treasury Board and Treasury Board President regarding new policy proposals, departmental business plans, the oversight of Crown corporation activities and the Main and Supplementary Estimates. ***Topics:*** Policy, program and expenditure proposals from departments and agencies; departmental business plans; Corporate Plans of Crown corporations; administration and financial management issues, classification of accounts/allotments, Annual Reference Level Updates (ARLU); Main and Supplementary Estimates (MYOP); and new Expenditure Management Systems (EMS). The Social and Cultural Sector deals with departments, agencies and Crown corporations involved in Aboriginal issues, health, culture, heritage, human resources development, veterans and housing. ***Program Record Number:*** TBS SCS 001

Staff Ombudsman

Description: Information related to the responsibilities of the Ombudsman with transitory case files for dealing with the concerns of TBS employees. ***Topics:*** Generic reports to the Secretary of the Treasury Board concerning employee concerns and problems, such as systemic unfair practices or systems within TBS ***Program Record Number:*** TBS OMB 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access to Information Act Requests

Description: This bank contains the requests under the Access to Information Act submitted by individuals to access records under the control of the Treasury Board of Canada Secretariat; the replies to such requests; and any other information relevant to the processing of the requests. ***Class of Individuals:*** Individuals requesting access to certain documents or files of the Treasury Board Secretariat. ***Purpose:*** This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests. ***Consistent Uses:*** The information is used to process requests and for research and statistical purposes. ***Retention and Disposal Standards:*** Records are retained for a period of two years after the last administrative action has been taken, after which records are destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** TBS CES 005 ***TBS Registration:*** 001953 ***Bank Number:*** TBS PPU 005 ***TBS Registration:*** 001956 ***Bank Number:*** TBS PPU 020

Corporate Renewal and Knowledge Management Office Files

Description: This bank contains personal information used for TBS' assignment brokerage program, such as: lists of candidates and their résumés and related materials (i.e.: references, language test results, etc.). Classes of Personal Information: All interested parties from both inside and outside of the federal government. ***Purpose:*** This bank was created to maintain a record of all candidates and their related personal information in order to assist the Corporate Renewal and Knowledge Management Office with its responsibilities in TBS' assignment brokerage program. ***Consistent Uses:*** Preparation of statistics to determine, for example, how long it takes on average to find acceptable candidates, or how long it takes on average to place the individuals taken on as part of the assignment brokerage program. ***Retention and Disposal Standards:*** As a rule, all personal information recorded and collected by the Corporate Renewal and Knowledge Management Office

will be retained for a minimum of two years from the last administrative action, and then destroyed. ***PAC Number:*** To be confirmed ***Related to PR#:*** TBS CRKMO 001 ***TBS Registration:*** 004149 ***Bank Number:*** TBS PPU 040

Educational Leave / Co-op Replacement Program (EDCO)
Description: This bank contains personal information such as name, address, telephone number, social insurance number, classification, department, employment and educational history, curriculum vitae, transcripts, letters of offer of employment, and salary. ***Class of Individuals:*** A first group consists of federal government employees in finance, internal audit, human resources, and information technology who have been granted departmental full-time educational leave. A second group is made up of Co-op students from Canadian universities who are assigned to participating departments. ***Purpose:*** The bank maintains an inventory of participants and co-op students for general administration purposes. ***Consistent Uses:*** The bank is used for statistical purposes and human resources planning. ***Retention and Disposal Standards:*** Records are retained for a period of two years for both government employees and Co-op students who have completed their participation in the program, after which time they are destroyed. ***TBS Registration:*** 003673 ***Bank Number:*** TBS PPU 035

Financial Officer/Internal Auditor Recruitment and Development (FORD/IARD)
Description: This bank contains personal information such as name, address, telephone number, social insurance number, language, employment equity, employment history, classification, education, curriculum vitae and interview assessment. ***Class of Individuals:*** Recent university graduates applying as participants to the FORD/IARD Program through the Public Service Commission Post-Secondary Recruitment Campaign. ***Purpose:*** The bank maintains an inventory of qualified university graduates to fill entry-level financial officer and internal auditor positions in departments and agencies across the federal government. ***Consistent Uses:*** The bank is used for the recruitment, appointment, training and general administration of the FORD/IARD program. It is also used for historical and statistical purposes. ***Retention and Disposal Standards:*** Records are retained for three years, after which time they are destroyed. ***TBS Registration:*** 002188 ***Bank Number:*** TBS PPU 030

Personal Service Contract
Description: This bank contains contracts placed, types of services rendered, length of contracts and amount of money expended. The bank contains the contracts and supporting documents. ***Class of Individuals:*** Individuals hired under personal service contracts by the Treasury Board Secretariat. ***Purpose:*** The purpose of this bank is to provide data on the number of contracts and amount of money expended. ***Consistent Uses:*** This bank is used for internal reference. It may also be used for statistical research purposes and for planning, implementing and evaluating government policies. ***Retention and Disposal Standards:*** Records are retained for a period of six fiscal years, after which they are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 001955 ***Bank Number:*** TBS PPU 015

Privacy Act Requests
Description: This bank contains requests under the Privacy Act submitted by individuals to access records under the control of the Treasury Board Secretariat, the replies to such requests and any other information relevant to the processing of the requests. ***Class of Individuals:*** Individuals requesting access to certain documents or files of the Treasury Board Secretariat. ***Purpose:*** This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests. ***Consistent Uses:*** The information is used to process requests and for research and statistical purposes. ***Retention and Disposal Standards:*** Records are retained for a period of two years after last administrative action has been taken, after which records are destroyed. ***PAC Number:*** 86-001 ***Related to PR#:*** TBS CES 005 ***TBS Registration:*** 001954 ***Bank Number:*** TBS PPU 010

Special Pension Plans
Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan member and their survivors. ***Class of Individuals:*** Individuals who are subject to Governor General's Act, Lieutenant Governors Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. ***Purpose:*** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfilment of Treasury Board's obligation to administer the pension statutes named in part 4. ***Consistent Uses:*** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical System bank (PSC/P-CE-761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS/P-CE-701), and the Superannuation Hard Cover Files (DSS/P-CE-702) held by Public Works and Government Services Canada, the Pension File (DND/P-PE-859) held by National Defence, the RCMP Member Service Records (CMP/P-PE-802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions

of the Privacy Act. ***Retention and Disposal Standards:*** Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. ***PAC Number:*** 69-003 ***Related to PR#:*** TBS HRB 380 ***TBS Registration:*** 002572 ***Bank Number:*** TBS PPU 025

Classes of Personal Information

Ministerial Correspondence and Enquiries

- This class of information contains correspondence received by the Secretariat from external organizations or individuals in the form of requests for information, complaints, opinions and other similar submissions.
- This information exists in a fragmented form throughout the subject files controlled by the Secretariat and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Manuals

- Personnel Management Manual (PMM) 1982-1990
- ***Description:*** Information on general policies and requirements in Personnel Management. 1982-1990 (28 Volumes)
- Treasury Board Manual (TBM) 1990-1997
- ***Description:*** Compendium of Policies and Guidelines on management areas within Treasury Board's jurisdiction. (25 Volumes)

HR Connexions Web Site / TBS Web Site

The most recent version of Treasury Board policies and related information are available via the HR CONNEXIONS Web Site at the following address:

GENet Access: http://publiservice.tbs-sct.gc.ca/hr_connexions_rh

Internet Access: **http://www.tbs-sct.gc.ca/hr_connexions_rh**
Topics:

- Access to Information
- Capital Plans, Projects and Procurement
- Charts of Accounts (supplementary)
- Classification
- Communications
- Compensation
- Comptrollership
- Contracting
- Employee Services
- Executive Group
- Human Resources
- Information Management
- Insurance and Related Benefits
- Isolated Posts Directive
- Materiel, Risk and Common Services
- Occupational Safety and Health
- Official Languages
- Pay Administration (supplementary)
- Privacy and Data Protection
- Real Property
- Review, Internal Audit and Evaluation
- Security
- Staff Relations
- Training Guide (supplementary)
- Treasury Board Submissions Guide (supplementary)

Additional Information

Inquiries for general information about the Treasury Board of Canada Secretariat and its function may be directed to:

Communications and Executive Services
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario K1A 0R5

Telephone: (613) 957-2400

Our website is http: //www.tbs-sct.gc.ca

For information on HOW TO APPLY under the provisions of the Access to Information Act and the Privacy Act, please see introductory pages at the beginning of this publication.

PLEASE NOTE: Communications and Executive Services (CES) is responsible for processing requests received under the Access to Information Act and Privacy Act only for records held by the Secretariat. These requests should be forwarded to the:

Access to Information and Privacy Coordinator
Communications and Executive Services
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 9th Floor
Ottawa, Ontario K1A 0R5

Telephone: (613) 952-1666

Reading Room

The departmental library has been designated as a reading room in accordance with the Access to Information Act. The address is:

L'Esplanade Laurier, East Tower
140 O'Connor Street, 11th Floor
Ottawa, Ontario

Trois Rivières Port Authority
Chapter 135

General Information

Background
The Trois-Rivières Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Trois-Rivières Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Trois-Rivières Port Authority was a non corporate port within the meaning of the Canada Ports Corporation Act and was called the « Port of Trois-Rivières ».

Responsibilities
The Port of Trois-Rivières contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Trois-Rivières Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules « A » and « B » to its letters patent.

The Trois-Rivières Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods and handling of storage of and goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Trois-Rivières Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Trois-Rivières Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation
- Canada Marine Act, S.C. 1998, chapter 10
- Port Authorities Management Regulations
- Letters Patent of the Trois-Rivières Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 c. 1064 as amended.

Organization
♦ Chief Executive Officer
As the individual responsible for the institution, the Chief Executive Officer performs all the rights and duties related to this office pursuant to the Access to Information Act.

♦ Technical Services
The Manager of Technical Services plays a role in the planning, organization and control of the port. He must ensure the control, the completion and supervision of various port-related projects, prepare calls for tenders and review submissions for these projects and finally act as technical advisor to the CEO. He must also prepare, review and control regular maintenance schedules, select, assess and direct the technical staff under his supervision. He is also responsible for the Environment and Harbour Master Departments.

♦ Finance and Personnel
The Manager, Finance and Personnel, is responsible for financial and personnel operations; the preparation of the business plans and budgets, their administration and maintenance budgets in cooperation with the Manager, Technical Services. He is also responsible for personnel information.

Information Holdings

Program Records
Business Information
Description: Documentation on economic and business forecasts, cargo overview and other business information. ***Topics:*** statistics; forecasts, cargo; rates. ***Program Record Number:*** TRPA COM 005

Engineering
Description: Documentation on planning, design, construction and maintenance of facilities. ***Topics:*** Construction supervision; consultant management; research; plans; submissions; work authorizations; inspections; progress reports and payments. ***Program Record Number:***TRPA ING 010

Marketing
Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans. ***Topics:*** research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics. ***Program Record Number:*** TRPA MAR 015

Corporate Plan
Description: Documentation on the corporate plan. ***Topics:*** guidelines; assessment; research; forecasts; data and cost analysis. ***Program Record Number:*** TRPA ENT 020

Security
Description: material and information on accidents and investigations. ***Topics:*** incident reports, assessment of information and reports. ***Program Record Number:*** TRPA SEC 025

Tariffs
Description: material on tariff setting and revision. ***Topics:*** harbour dues; berthage and wharfage; remittals; notices. ***Program Record Number:*** TRPA TAR 030

Standard Program Records
Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration and Management Services

Buildings

Budgets

Job Classification

Accounts and Accounting

Employment and Staffing

Finance

Training and Development

Occupational Health, Safety and Welfare

Official Languages

Acts and Legislation

Equipment and Supplies

Pensions and Insurance

Personnel

Human Resources

Utilities

Lands

Salaries and Wages

Audit

Personal Information Banks

Personal Service Contracts
Description: This bank contains the terms and conditions of contracts of employment between individuals and the Trois-Rivières Port Authority. ***Class of Individuals:*** General public ***Purpose:*** This bank is used to provide material and authority for personal service contracts. ***Consistent Uses:*** To record payment to individuals for income tax and budgetary purposes. ***Retention and Disposal Standards:*** Records are retained for six years after expiry of the contract and then destroyed. ***TBS Registration:*** 004380 ***Bank Number:*** TRPA PPU 005

Applications for Employment
Description: This bank contains applications received by the Trois-Rivières Port Authority. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to fill certain positions in the Port of Trois-Rivières Authority for which applicants have suitable qualifications. ***Consistent Uses:*** To provide a record of the information and documentation used in staffing positions. ***Retention and Disposal Standards:*** Records are retained for six months and then destroyed. ***TBS Registration:*** 004381 ***Bank Number:*** TRPA PPU 010

Access Request Data
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. ***Class of Individuals:*** general public. ***Purpose:*** This bank processes access requests and reports the total number of requests processed for statistical purposes. ***Consistent Uses:*** This bank is used to report on the administration of the Access to Information and Privacy Acts. ***Retention and Disposal Standards:*** Records are retained for two years and then destroyed. ***TBS Registration:*** 004382 ***Bank Number:*** TRPA PPU 015

Claims
Description: This bank contains information relating to settlements by and against the Authority. Class of Individuals: general public, companies and institutions of Canadian or foreign extraction. ***Purpose:*** This bank documents the settlement of claims by of against the Authority. ***Consistent Uses:*** This bank documents the legal settlements of all claims by or against the Authority. ***Retention and Disposal Standards:*** Records are retained for two years after the settlement and then destroyed.***TBS Registration:*** 004383 ***Bank Number:*** TRPA PPU 020

Property Services
Description: This bank contains basic information on properties managed by the Trois-Rivières Port Authority or tenants of these properties. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to document property transactions such as leases, agreements, sales,

exchanges or purchases of lands between Her Majesty, the Trois-Rivières Port Authority and the general public. ***Consistent Uses:*** This bank is used to document the decision-making process in property matters. ***Retention and Disposal Standards:*** Records are retained for an undetermined period of time. ***TBS Registration:*** 004384 ***Bank Number:*** TRPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Trois-Rivières Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Trois-Rivières Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual
- Port Authorities Management Regulations
- Financial Management Policies and Directives
- Engineering Policies and Procedures
- Operating Bylaw

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Trois-Rivières Port Authority may be directed to:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec G9A 5K2

Tel.: (819) 378-2887

Fax: (819) 378-2487

E-mail: adm_gen@prttr.com

Reading Room

The Trois-Rivières Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec G9A 5K2

Vancouver Port Authority
Chapter 136

General Information

Background
The Vancouver Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Halifax, Montreal and Vancouver Port Authorities on the 1st day of March, 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport.

Responsibilities
The role of the Vancouver Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Vancouver; provide facilities, services and technologies that are competitive, safe, commercially viable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation
- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization
♦ President and Chief Executive Officer
The President and Chief Executive of the Vancouver Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

♦ Operations Division
This Division consists of the Engineering, Environmental Services, Harbour Master, Maintenance, Port Development, and Security Departments.

♦ Business Development and Customer Service Division
This Division consists of the Business Development, Property Administration, and Trade Development Departments.

♦ Finance and Administration Division
This Division consists of the Accounting, Administration, Finance, Information Services, Internal Audit, and Planning and Statistics Departments.

♦ Human Resources
This Department is responsible for developing and maintaining policies and procedures as well as providing advice and support within the entire area of human resources management. It includes labour relations, change management, professional development, human resource management and human resource programs.

♦ Legal Services and Corporate Secretariat
This Department is responsible for providing a full range of legal services to operational staff, management and executive, as requested. This Department is also responsible for providing corporate secretary services to the Board of Directors and its Committees.

♦ Public Affairs
This Department is responsible for the Authority's communications plan, government relations, community relations, media relations, business communications, and corporate communications.

Information Holdings

Program Records
Cargo Handling
Description: Information relating to storage, transfer, cargo commodities, transportation, and related subjects. ***Topics:*** bulk cargo; cold storage cargo; container cargo; grain cargo; liquid cargo. ***Program Record Number:*** VPA CAH 005

Communications and Marketing
Description: Information relating to media relations, press releases, client relations, overseas missions, marketing analysis, advertising, promotional events, and community relations. ***Topics:*** media clippings; advertising; corporate identity; publications; speeches & presentations; promotions & events. ***Program Record Number:*** VPA COM 010

Engineering
Description: Information relating to buildings management, equipment and vehicles, maintenance of facilities and structures, projects design and construction, and utilities. ***Topics:***

dredging & filling; hydrographics; inspection; railways; roads & overpasses; specifications & standards. ***Program Record Number:*** VPA ENG 015

Environmental Services
Description: Information relating to environmental assessment findings, issues and checklists, and projects. ***Topics:*** environmental issues; audit; projects. ***Program Record Number:*** VPA ENS 020

Harbour Operations
Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects. ***Topics:*** accidents & incidents; aircraft; anchorage; berthage; dangerous goods; harbour headline; marinas; navigation; patrol boats; recreational waterway use. ***Program Record Number:*** VPA HAO 025

Information Systems
Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks. ***Topics:*** development projects; inventory; operations; security & integrity; standards; support. ***Program Record Number:*** VPA INS 030

Legal and Corporate Secretariat
Description: Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members. ***Topics:*** submissions; jurisdiction; patents, copyright, trademarks; legislation. ***Program Record Number:*** VPA LCS 035

Port Development
Description: Information relating to Vancouver Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries. ***Topics:*** land acquisition & disposition; municipal & regional land use; permits. ***Program Record Number:*** VPA POD 040

Properties
Description: Information relating to the administration of Authority properties, property leases, licences, easements, and title searches. ***Topics:*** grants in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases & agreements; recreational leases & agreements. ***Program Record Number:*** VPA PRO 045

Security
Description: Information relating to investigations, security systems, and liaison. ***Topics:*** security service; terminals security; investigation & incident summaries. ***Program Record Number:*** VPA SEC 050

Terminal Operations
Description: Information relating to cargo and cruise ship terminal operations. ***Topics:*** aircraft terminals; Canada Customs; cargo terminals; cruise terminals; operators. ***Program Record Number:*** VPA TEO 055

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classification of Positions

Employment and Staffing

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Personal Information Banks

Access Request Data Bank
Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. ***Class of Individuals:*** General public. ***Purpose:*** This bank processes access requests and reports the total number of requests processed. ***Retention and Disposal Standards:*** Records are retained for two years after resolution and then destroyed. PAC Number 86-001 ***TBS Registration:*** 004272 ***Bank Number:*** VPA PPU 005

Applications for Employment
Description: This bank contains applications received from the general public for possible employment with the Vancouver Port Authority. ***Class of Individuals:*** General public. ***Purpose:*** Information may be used to fill vacancies in the Vancouver Port Authority for which applicants have suitable qualifications. ***Retention and Disposal Standards:*** Records are retained for one year then destroyed. PAC Number 86-001 ***TBS Registration:*** 004273 ***Bank Number:*** VPA PPU 010

Board of Directors
Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications. ***Class***

of Individuals: Candidates for appointment and appointees to the Board of Directors. ***Purpose:*** The purpose of this bank is to assist in the appointment of individuals as directors of the Vancouver Port Authority. ***Retention and Disposal Standards:*** Records are retained for five years then transferred to National Archives. PAC Number 86-001 ***TBS Registration:*** 004274 ***Bank Number:*** VPA PPU 015

Litigation Files
Description: This bank contains information on litigation cases and potential litigation against and by the Authority. Includes all types of claims such as dismissal, operations, etc. ***Class of Individuals:*** General public, complainants, respondents, and witnesses. ***Purpose:*** The information in this bank enables the Legal Department to carry out its mandate as legal advisor to the Authority and in proceedings before Tribunals and the Courts. ***Retention and Disposal Standards:*** Records are retained for six years after all action completed then destroyed. PAC Number 86-001 ***TBS Registration:*** 004275 ***Bank Number:*** VPA PPU 020

Properties
Description: This bank contains information on owners or tenants of properties. ***Class of Individuals:*** General public. ***Purpose:*** This bank is used to document property transactions between the Authority and the general public such as leases, licences, sale, exchange or purchase of lands. ***Retention and Disposal Standards:*** Records are retained for five years then transferred to National Archives. PAC Number 86-001 ***TBS Registration:*** 004276 ***Bank Number:*** VPA PPU 025

Security Investigations
Description: This bank contains records about security investigations of by-law and regulation enforcement, internal and external loses, threats and conflicts of interest. ***Class of Individuals:*** General public. ***Purpose:*** This bank is to maintain investigative/administrative records as they pertain to the enforcement of by-laws and regulations. ***Retention and Disposal Standards:*** Records are retained for five years then transferred to National Archives. PAC Number 86-001 ***TBS Registration:*** 004277 ***Bank Number:*** VPA PPU 030

Service Contracts
Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority. ***Class of Individuals:*** General public. ***Purpose:*** The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract. ***Retention and Disposal Standards:*** Records are retained for six years after completion then transferred to National Archives. PAC Number 86-001 ***TBS Registration:*** 004278 ***Bank Number:*** VPA PPU 035

Classes of Personal Information

In the course of conducting the programs and activities of the Vancouver Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Canadian Payroll Manual
- Corporate Planning Procedures Manual
- Corporate Policies and Directives Manual
- Emergency Planning Manual
- Grants in Lieu Procedures
- Harbour Master Office Operations Manual
- Marine Communications Traffic Services Manual of Operating Procedures
- Solutions for Government Reference Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Vancouver Port Authority and its various programs and functions may be directed to:

Public Affairs
Vancouver Port Authority
1900 Granville Square
200 Granville Street
Vancouver, B.C. V6C 2P9

Tel: (604) 665-9070

Fax: (604) 665-9073

Reading Room

Vancouver Port Authority's Legal Library has been designated under the Access to Information Act as a public reading room. The address is:

19th Floor
200 Granville Street
Vancouver, B.C.

Veterans Affairs Canada
Chapter 137

General Information

Background
Nearly 1,750,000 men and women served in wartime for Canada. Approximately 116,000 died and 229,000 were wounded as a result of war. The Veterans Affairs Portfolio is responsible for commemorating their sacrifice and for assisting eligible persons who belong to any of the following groups:

- Armed Forces personnel and Merchant Navy veterans who served in the First and Second World Wars and in the United Nations operations - Korea - 1950-53;
- Certain civilians who are entitled to benefits because of their wartime service;
- Allied veterans who had Canadian pre-war domicile;
- Former and, in certain cases, current members of the Canadian Forces including those who have served in Special Duty Areas;
- Survivors and dependants of the above; and
- Former and, in certain cases, current members of the Royal Canadian Mounted Police.

At March 31, 1998, Canada's veteran population was estimated at 434,000, of whom approximately 42,000 were women. One in every five men in Canada aged 65 and over was a war veteran. The average age of Canada's veteran population was 76.

Responsibilities
The mission of the Veterans Affairs Portfolio is to provide veterans, qualified civilians and their families with the benefits and services to which they are entitled; to promote their well-being and self-sufficiency as participating members of their communities; and to keep the memory of their achievements and sacrifices alive for all Canadians.

Veterans Affairs Portfolio is responsible for the administration of 16 acts and 30 sets of regulations and orders. These instruments authorize the Minister of Veterans Affairs to provide support for the economic, social, mental and physical well-being of veterans, their dependants, and other eligible persons. The range of benefits and services provided includes disability pensions, economic support, legal advocacy, health care, commemorative activities and grants, and management of property contracts.

The Veterans Review and Appeal Board Act provides the Veterans Review and Appeal Board with authority to determine, and deal with, all applications for review and all appeals that may be made to the Board under the Pension Act, the War Veterans Allowance Act or other acts of Parliament.

Legislation
- Army Benevolent Fund Act
- Army Benevolent Fund Regulations
- Assistance Fund (WVA and CWA) Regulations
- Award Regulations
- Canadian Volunteer Service Medal Order
- Children of Deceased Veterans Education Assistance Act
- Children of Deceased Veterans Education Assistance Regulations
- Civilian Government Employees (War) Compensation Order
- Deceased or Former Members Dependants Payment Order
- Delegation of Powers (VLA) Regulations
- Department of Veterans Affairs Act
- Execution of Purchase of Property Documents Regulations
- Gallantry Awards Order
- Guardianship of Veterans' Property Regulations
- Infant or Person of Unsound Mind Payment Order
- Last Post Fund Regulations, 1995
- Memorial Cross Order (World War I)
- Memorial Cross Order (World War II)
- Merchant Navy Veteran and Civilian War-related Benefits Act
- Order Designating Charlottetown, Prince Edward Island as Head Office of the Veterans Review and Appeal Board
- Pension Act
- Pension and Allowance Adjustment Regulations
- Pensioners Training Regulations
- Prescribed Persons and Organizations Regulations
- Returned Soldiers' Insurance Regulations
- Soldier Settlement Act
- Special Operators War Service Benefits Act
- Supervisors War Service Benefits Act
- The Merchant Seaman Vocational Training Order
- The Returned Soldiers' Insurance Act
- Vetcraft Shops Regulations
- Veterans Allowance Regulations
- Veterans Benefit Act

- Veterans Burial Regulations, 1995
- Veterans Health Care Regulations
- Veterans Insurance Act
- Veterans Insurance Regulations
- Veterans Review and Appeal Board Act
- Veterans Review and Appeal Board Regulations
- Veterans Treatment Regulations
- Veterans' Land Act
- Veterans' Land Regulations
- War Service Grants Act
- War Service Grants Regulations
- War Veterans Allowance Act
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act

Organization

The Veterans Affairs Portfolio consists of Veterans Affairs Canada and the Veterans Review and Appeal Board. The Minister of Veterans Affairs is responsible to Parliament for Veterans Affairs Canada. The Chair of the Veterans Review and Appeal Board reports to Parliament through the Minister of Veterans Affairs.

Veterans Affairs Canada is made up of two branches (Veterans Services Branch and Corporate Services Branch), the Bureau of Pensions Advocates, three divisions (Communications Division, Portfolio Executive Services and Corporate Planning Division) and five other offices (Benefits Redesign Project, Health Care Co-ordination Initiative, Legal Services Unit, Office of Conflict Resolution and Ste. Anne's Hospital Transfer Project), which report to the Deputy Minister of Veterans Affairs.

Personal information contained in Veterans Affairs Canada's personal information banks is used by all components of the Portfolio.

Veterans Affairs Canada

♦ Benefits and Services Business Line

Benefits Redesign Project Team:
This office is responsible for the development and implementation of a new, integrated Client Service Delivery Network to support the delivery of benefits and services associated with the Disability Pensions, Economic Support and Health Care program areas of the Department.

Bureau of Pensions Advocates:
The Chief Pensions Advocate is responsible for the Pensions Advocacy service line within the Benefits and Services business line. The Bureau provides free legal aid to persons who seek, through the review and appeal processes with the Veterans Review and Appeal Board, to establish claims under the Pension Act and related statutes.

Veterans Services Branch:
This branch is responsible for and maintains functional and line authority over program operations of the Pensions and Allowances, Health Care and Commemoration service lines within the Benefits and Services business line. The branch provides adjudication and delivery of pension, economic support and health care benefits to veterans and other eligible persons in all regions of Canada. It is responsible for counselling clients on disability pension applications, adjudicating on disability pension claims and setting adjudicative policy. Health care is provided to eligible veterans in the departmental hospital at Ste-Anne-de-Bellevue, Quebec, in contract hospital beds, in community beds, and in veterans' homes. Emergency and ongoing income support, social counselling and referral services are also provided. The branch is also responsible for program development, policy and the continuing review of the programs it delivers. It maintains functional and line authority over program operations within the heath care, pensions, and economic support activities.

It is also responsible for negotiating with the provinces and for delivering certain other centrally managed programs including commemoration.

♦ Corporate Administration Business Line

Communications Division:
This Division manages Portfolio communications policies and programs, and is responsible for providing communications advice, planning and services, notably in the areas of public and media relations, public environment monitoring, media training, information services, and publishing. Portfolio library services are also included in this division.

Corporate Planning Division:
The division supports the Portfolio by: carrying out long-term, strategic and operational planning; providing advice on resource management, planning methods and practices, and departmental issues; investigating options for alternative service delivery; and co-ordinating the development and implementation of Central Agency initiatives such as Quality Service, Sustainable Development and Strategy and producing reports supporting the Expenditure Management System. It is also responsible for providing departmental statistics and other management information, ongoing development and maintenance of the Corporate Information System as well as ongoing development of Service Standards. The division also provides corporate secretariat services for the Knowledge Economy Partnership.

Corporate Services Branch:
This branch is responsible for ensuring the effective and efficient use and protection of the Portfolio's financial, human, information, materiel and information technology resources; conducting internal audits, program evaluations and reviews for all Veterans Affairs operations; administering property agreements with participating

veterans and assisting veterans settled under the Veterans' Land Act; providing Portfolio support services, e.g. records and facilities management and videoconferencing; planning and execution of business resumption, security and emergency preparedness measures; processing of requests and activities related to the Access to Information and Privacy Acts; employment equity and official languages programs; and co-ordinating locally shared services initiatives.

Health Care Co-ordination Initiative Secretariat:
This office is responsible for providing secretariat services to the seven other federal government departments participating in the promotion of collective efforts in areas of common interest. The aim is to obtain a satisfactory level of specific health care supplies and services for federal clients at the lowest possible cost, through co-ordination of efforts.

Legal Service Unit:
Three Department of Justice lawyers, including the Senior Legal Advisor, provide legal advice to the Department.

Office of Conflict Resolution:
This office is responsible for helping Portfolio managers and employees create and maintain a workplace free from all forms of conflict and harassment.

Portfolio Executive Services:
This division is responsible for providing executive services to the Associate Deputy Minister, to the Deputy Minister, and the Minister. It is also responsible for ensuring policy consistency in internal and external policies, and liasing with veterans' organizations, Parliamentary committees, and central agencies. The division is also responsible for ensuring that government policy is reflected in legislation and regulations.

Ste. Anne's Hospital Transfer Project Team:
This office is responsible for the negotiation of the transfer of Ste. Anne's Hospital to the Province of Quebec while ensuring that eligible veterans continue to have access to quality long-term care services, consistent with those provided to veterans across Canada.

Veterans Review and Appeal Board - Associated Agency

♦ Veterans Review and Appeal Board Business Line

Veterans Review and Appeal Board:
The Veterans Review and Appeal Board is an independent, quasi-judicial agency established by Parliament in 1995.

The Board considers reviews and appeals arising under the Pension Act, the War Veterans Allowance Act, the Veterans Review and Appeal Board Act, the Merchant Navy Veterans and Civilian War-related Benefits Act, and other related statutes.

Within the Veterans Affairs Portfolio, the Board is the final level for pension appeals from decisions made at the review level by the Board itself, and War Veterans Allowance appeals from decisions taken by regional Review Committees of the Department of Veterans Affairs.

♦ Common Records
Veterans Affairs shares the program records listed under this section with the Veterans Review Appeal Board.

Information Holdings

Program Records

Veterans Affairs Canada

Acquisition, Sale or Other Disposition of Lands and Other Property
Description: Records relating to the purchase or acquisition by the Director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other property being sold to veterans under agreement. ***Topics:*** Acquisitions settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition -- general; partial; surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; and expropriations. ***Program Record Number:*** VAC MVA 070

Acts, Orders and Regulations
Description: Correspondence relating to bills, acts, statutory orders and regulations administered by the Department and former Canadian Pension Commission, as well as correspondence relating to other Canadian legislation the Department and former Canadian Pension Commission may use as reference material to assist in the delivery of its programs; correspondence relating to the Merchant Navy Veteran and Civilian War-related Benefits Act (Parts I and X), the preparation of amendments and interpretations; correspondence relating to the Pension Act and the preparation of amendments; and interpretations by the former Veterans Appeal Board and the new Veterans Review and Appeal Board. ***Topics:*** Former Canadian Pension Commission; Pensions; Expenses; Children; Pensions for disabilities; Pensions for death; Maintenance; Offences and Punishment; Supplementary Pensions - Allied Forces; Prisoners of War; Exceptional Incapacity Allowance; Annual Adjustment of Pensions and Allowances; Procedures and general. ***Program Record Number:*** VAC MVA 220

Agriculture, Farm Development and Operation

Description: Records relating to counselling, training courses, advisory and supervisory services on farm management operations for veterans. ***Topics:*** Farm management -- general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; and statistics. ***Program Record Number:*** VAC MVA 115

Appraisals and Services for Other Departments

Description: Records relating to real estate appraisals for Property Management Directorate and real estate appraisals and services provided for other departments and agencies. ***Topics:*** Appraisals -- general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; and real estate data bank project. ***Program Record Number:*** VAC MVA 095

Armed Forces Pensions

Description: Correspondence relating to pensions for disabilities or death incurred by members of Canada's military forces during World War I, World War II, peacetime service, service in a Special Duty Area, service in a theatre of operations, reserve force service or special force service. ***Topics:*** Cadets; deserters; boards of inquiry regarding deceased or missing personnel; attestation and discharge procedures; Canadian Women's Auxiliary Services; National Defence documentation; Canadian Army -- general; dual service; trainees; reserve force (militia); active force (World War II); soldier apprentices; special force (Interdepartmental Committee on re-establishment), Canadian Rangers; Royal Canadian Air Force -- general; civilian flying instructors; refresher flying training ("Chipmunk Exercise"); members attached to air force; and Royal Canadian Navy -- general. ***Program Record Number:*** VAC MVA 210

Briefs, Resolutions and Representations

Description: Correspondence relating to briefs, resolutions and representations made by veterans organizations such as the Royal Canadian Legion and others on pension matters. ***Topics:*** Army, Navy and Airforce Veterans; British Benevolent Society of Los Angeles; Federation of British Canadian Veterans of Canada; Canadian Legion of the British Empire Service League; Canadian Order of Empire Ex-Servicemen; Canadian Pensioners' Association of the Great War; Canadian Soldiers' Non-pensioned Widows' Association; Canadian Combat Veterans Association; Canadian Corps Association; Canadian Battlefield Memorial Committee; Canadian National Institute for the Blind; Canadian Merchant Navy Prisoners of War Association; Dominion Corps of Legionnaires -- Second World War; Disabled Veterans Association; Hong Kong Veterans Association of Canada; Imperial Veterans Social Club; Imperial War Graves Commission; Imperial Order Daughters of the Empire; Korea Veterans Association of Canada Inc.; National Council of Veterans Associations; North-east New Brunswick Veterans Association; National Indian Veterans Association Convenience; National Prisoners of War Association; Nursing Sisters Association of Canada; Sir Arthur Pearson Association; Royal Canadian Corps of Signal Auxiliaries; Royal Canadian Air Force Association; Royal Canadian Legion -- resolutions; Soldier's Protection Association and Political Club of New Westminster; War Amputations of Canada -- resolutions; War Pensioners of Canada; and World Veterans Federation. ***Program Record Number:*** VAC MVA 215

Bureau of Pensions Advocates - General

Description: Records relating to pension and War Veterans Allowance adjudication and to veterans organizations. ***Topics:*** Liaison with the Benefits Division of the Department of Veterans Affairs relating to pension applications and appeals; liaison with the Veterans Review and Appeal Board relating to pension reviews and appeals and allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeal; and client representation in cases of adverse interest. ***Program Record Number:*** VAC MVA 295

Commemoration and Special Events

Description: Information on subjects relating to the commemorations and special events; anniversary celebrations; and inspection tours. ***Topics:*** Commemoration and special events - general; anniversary celebrations; Canada Remembers; inspection tours - general, Central Europe; Korean War; Remembrance Day - general, Ottawa, Vimy Ridge; South African War; World War I - general, Somme, Vimy Ridge; World War II - general, D-Day/Normandy, Dieppe, Holland, Hong Kong, Italy, VE-Day. ***Program Record Number:*** VAC MVA 010

Compensation for Former Prisoners of War

Description: Correspondence relating to compensation provided under the Pension Act to members of the armed forces and certain civilians who were taken prisoner during and after World War II, and to their dependants. ***Topics:*** General; Hong Kong prisoners of war; Dieppe prisoners of war; list of names; statistics; internees of Vichy, France; Hermann Report; and Pensioners of Allied countries. ***Program Record Number:*** VAC MVA 230

Conveyance and Other Title Transactions

Description: Records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. ***Topics:*** Preparation of conveyances and title transactions -- general; delays; outstanding title cases; lost certificates of title; amendments; deeds in escrow;

replacement deeds; agreements for sale; title searches; declaration of possession; joint tenancy; assignment of civilian or veteran agreements of sale; trespass and encroachment; surveys; administration fees; legal fees and disbursements; execution of documents by Director; restrictive covenants and titles. ***Program Record Number:*** VAC MVA 075

Debt-Free Settlement on Dominion or Provincial Lands

Description: Records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian reserve lands. ***Topics:*** Establishment of veterans on provincial or Dominion lands -- general; debt-free settlement agreements with provinces (filed by province); federal Crown land in the Yukon and Northwest Territories; tax arrears on Dominion land; national parks; agreement of sale; non-repayable grant; additional farm credits; grants to Indian veterans for establishment within Indian Reserves; Métis veterans; land clearing and breaking; and other permanent improvements. ***Program Record Number:*** VAC MVA 065

Easements, Servitudes and Right of Way

Description: Records relating to the granting of easements, servitudes and right of way on properties to which title is held by the Director, Veterans' Land Act. ***Topics:*** Easements -- general; policies; hydro; oil and gas; telephone; railway and road; servitudes and right of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; and individual company easement files. ***Program Record Number:*** VAC MVA 105

Eligibility and Qualification

Description: Correspondence relating to eligibility to apply for benefits under the Veterans' Land Act and the Soldier Settlement Act, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. ***Topics:*** Eligibility of recipients of War Veterans Allowance; aged veterans; dual service; medical fitness; re-establishment credits; duplication of benefits; Veterans Business and Professional Loans Act; Canadian Army Special Force; Firefighters; Ferry Command; Merchant Marine; members of His Majesty's Forces other than Canadian; Allied Forces; Special Duties Personnel; Regular Forces; Interim Forces; all categories of veterans; native veterans; and National Resources Mobilization Act personnel. ***Program Record Number:*** VAC MVA 055

Entitlement and Assessment Boards

Description: Correspondence relating to hearings of entitlement and assessment boards formerly authorized under the Pension Act. ***Topics:*** Entitlement and Assessment Boards -- general and transcript of evidence and zones. ***Program Record Number:*** VAC MVA 235

Foreign Pensions, Gallantry Gratuities and Annuities

Description: Correspondence relating to foreign pension legislation and pensions payable to pensioners residing in other countries, including Great Britain. Also included is correspondence relating to the payment of gratuities and annuities which accompany certain gallantry awards granted to members of the armed forces of Canada during World War II and of the special force or other forces organized by Canada (UN, NATO). ***Topics:*** Australia; France; Italy; Japan; Germany; New Zealand; Poland; Russia; Union of South Africa and United States of America; India; Holland; Hungary; Mexico; Yugoslavia and United Nations. For Great Britain, other topics include British Income Tax; London District Office; Civilian Technical Corps; United Kingdom National Health Insurance and British Ministry of Pensions. Topics concerning gallantry gratuities and annuities include policy; Royal Warrants and King's Regulations and Orders; special force; statement and summary of cases; Victoria Cross recipients; George Cross annuities; and general. ***Program Record Number:*** VAC MVA 240

Health Care Facilities and Services

Description: Subject information on the administration and operation of departmental hospitals and homes; hospital services in both departmental and contract hospitals; transfer of hospitals to provincial or community jurisdiction; medical staff. ***Topics:*** Health care facilities and services -- general; fact book; accreditation; standards; federal-provincial negotiations; institutional bed requirements; long-term care strategy and costs; accommodations; medical residencies; master agreement; operating agreements; memoranda of understanding; agreements with colleges and universities; environmental assessments; per diem rates; land use; transfer of hospitals; care and service; inquiries and complaints; capital contributions; transfer agreements; and redevelopment, (files by name of institution). ***Program Record Number:*** VAC MVA 025

Home Construction Assistance

Description: Records relating to loans under the National Housing Act to an eligible veteran in respect of the construction by him of a single-family home on suitable land and to furnish said veteran with financial, technical and other assistance. ***Topics:*** Construction assistance -- general; construction financing; inspections; construction directives; construction courses; construction contracts; building standards; housing for handicapped and ageing veterans; sales taxes; deferred construction; lagging contracts; construction reports; recovery from contractors; hydro; interest rates; liaison with Canada Mortgage and Housing Corporation; service eligibility; and plans. ***Program Record Number:*** VAC MVA 085

Honours and Awards

Description: Information on the issue and replacement of First and Second World Wars and Korea campaign stars, medals, clasps, service buttons and Silver Memorial

Crosses. ***Topics:*** General; policy; campaign stars and medals; non-Canadian awards and certificates; Queen's Scarf of Honour; correspondence regarding books on war medals and decorations of Canada; Victoria Cross -- general; news clippings; statistics and statements; Korea Service Badge; Canadian Volunteer Service Medal; Hong Kong Bar; Dieppe Bar; Corps of Canadian Firefighters; Fenian Raids and Northwest Rebellion; Memorial Bar; Memorial Cross -- general; Mercer Case; Naval Memorial Crosses; South Africa Medal; United Nations and Far East Medal; and war service badges. ***Program Record Number:*** VAC MVA 005

Insurance

Description: Records relating to insurance -- group, life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. ***Topics:*** Insurance -- general; mortgage clause; liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; and chattel insurance. ***Program Record Number:*** VAC MVA 125

Legal Matters - General and Prosecution

Description: Correspondence relating to legal matters, opinions and prosecutions at the Federal Court level. ***Topics:*** General legal matters including Council to the former Canadian Pension Commission; Courts of Inquiry; litigation reports; legality of marriage and divorce; and the following prosecutions at the Federal Court level: G.H. Harris, W.H. Irvine, W.H. Woods, A. Poland, R.A. White and R.W. King. ***Program Record Number:*** VAC MVA 245

Loans/Grants

Description: Records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. ***Topics:*** Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, and fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); and mortgages in escrow. ***Program Record Number:*** VAC MVA 060

Medical Advice

Description: Correspondence relating to advice regarding all medical matters of policy, precedent and usage relative to pensioning. ***Topics:*** General medical advice including autopsy (exhumation); amputation; cancer; diagnosis; Mustard Gas cases; all cardiovascular conditions; influenza virus vaccine; deafness (hearing loss); phenoxy herbicides (Agent Orange); medical examinations; neurological conditions (includes ALS); peptic ulcer (including all gastrointestinal conditions) and tuberculosis; dental claims; alcoholism; arthritis; foot conditions; asbestos related problems; thoracoplasty; amyotrophic lateral sclerosis (ALS); arteriosclerosis; veterans of atomic warfare -- medical assessments regarding radiation; medical categories (classifications); aggravation; X-rays; coronary thrombosis; and mentally ill -- third party administration. ***Program Record Number:*** VAC MVA 250

Merchant Navy Veteran and Civilian War-related Benefits

Description: Correspondence relating to pensions and allowances awarded to the following groups of civilians for disabilities or death attributable to service during World War II in certain organizations or types of employment which were closely associated with the armed forces: Auxiliary Service Personnel, Canadian Civilian Air Crew, Canadian Merchant Seamen and Salt Water Fishermen. ***Topics:*** Air raid precaution workers; Corps of Canadian Firefighters (for service in the U.K.); injury during remedial treatment; overseas welfare workers; Voluntary Aid Detachment; list of supervisors; Ferry Command 504 list; S.S. "Silver Star Park"; American Red Cross; Silver Cross Mothers; Compensation for Canadian Seamen killed or injured on certain foreign ships; detention allowance; section 13; and coloured seamen. ***Program Record Number:*** VAC MVA 225

Mines, Minerals and Surface Rights

Description: Records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the Director holds title, or lands on which veterans had previously been settled. ***Topics:*** Mines and minerals -- general (by province); acquisition of title to mines and minerals by the Director; surface and subsurface rights; provincial legislation; titles with half minerals; lease disputes; native claims; sale of timber; and sale of gravel. ***Program Record Number:*** VAC MVA 110

Newfoundland Pensions

Description: Correspondence relating to pensions for death or disabilities attributable to service by Newfoundlanders prior to and after the union with Canada. ***Topics:*** Pensioners World War I (nominal roll); pensioners World War II (nominal roll); Newfoundland Regiment, forms and Special Appropriation Vote 538; organization; and administration. ***Program Record Number:*** VAC MVA 255

Part-time Farming (Small Holding)

Description: Records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. ***Topics:*** Qualification; minimum-size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status

to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; and irrigation. ***Program Record Number:*** VAC MVA 090

Programs and Services - General

Description: Information on operational subjects relating to the social welfare of veterans, their dependants and other specified persons. ***Topics:*** Programs and Services - general; cost containment; ageing veterans - general; Ageing Veterans Program (existing); Ageing Veterans Program (extension) - general, project, program delivery; Veterans Independence Program Review Project; benefit administration; chaplaincy services; client services; community health services -- general, provincial; community housing; counsellors and counselling services; geriatrics and gerontology; inquiries; nursing services; oaths and affidavits; reports and statistics - general, management information systems; social assistance programs; Veterans Independence Program - general, contracts, Canada Service veterans, improvements project. ***Program Record Number:*** VAC MVA 020

Property Management Directorate - General

Description: Records of a general nature relating to the operation of Property Management Directorate and the Soldier Settlement Board. ***Topics:*** Property Management Directorate -- general; history of veterans land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Home Repair Program and other special projects; veterans' spouses' rights to property of deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the Director. ***Program Record Number:*** VAC MVA 050

Reference, Research and Precedents

Description: Records relating to pension and allowance eligibility based on various medical conditions and/or military service. ***Topics:*** Copies of precedents (by year); records on appeals to the Veterans Review and Appeal Board; operational memoranda and directives; statistics related to productivity. ***Program Record Number:*** VAC MVA 300

Relocation to Charlottetown, Prince Edward Island

Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Portfolio Head Office from Ottawa to Charlottetown, Prince Edward Island. ***Topics:*** General; continuity of Veterans Services Head Office; operations; housing situation quarterly reports; relocation information bulletins; employee relocation decisions; relocation status and progress reports; relocation staffing plans; studies and surveys; accommodation -- general; furniture and furnishings; and interim procedures. ***Program Record Number:*** VAC MVA 015

Rescission and Resale

Description: Records relating to rescissions, voluntary or involuntary, on contract agreements administered by the Director, Veterans' Land Act, and sale of reverted properties. ***Topics:*** Rescission of contract agreements -- general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; and submissions to council. ***Program Record Number:*** VAC MVA 120

Royal Canadian Mounted Police Pensions

Description: Correspondence relating to pensions for death or disabilities under the RCMP Pension Continuation Act or the RCMP Superannuation Act. ***Topics:*** General information and special constables. ***Program Record Number:*** VAC MVA 265

Special Housing Assistance for Veterans

Description: Correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. ***Topics:*** Eligibility; request for information; low-rental housing -- general; low-rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; and applications for assistance (arranged numerically). ***Program Record Number:*** VAC MVA 080

Special Operators War Service Benefits

Description: Correspondence relating to benefits provided to certain persons who were recruited in Canada by United Kingdom authorities for special duties in war areas. ***Topics:*** General information and policy. ***Program Record Number:*** VAC MVA 270

Special Programs

Description: Information on a wide range of special benefits designed to assist veterans, their dependants and other specified persons. ***Topics:*** Special programs -- general; arts and crafts/Red Cross; Benevolent Fund -- general; Royal Canadian Air Force; Royal Canadian Army; Royal Canadian Navy; bequests -- general; Blinded Veterans Assistance Program; Commonwealth War Graves Commission -- general; Canadian Battlefield Memorials; Disablement Fund; educational assistance -- general; eligibility for educational institutions (reports, statistics and statements); estates; European operations; funerals, burials and grave markers; Hearing Assistance for Veterans Program; Last Post Fund; memorials, cemeteries and graves -- general; foreign countries; departmental cemeteries and plots; provincially owned cemeteries; Paraplegic Assistance Program; pensioners training; post-discharge benefits; Royal Canadian Legion -- grants; trust funds -- general, Head Office, Newfoundland (sub-region), Atlantic, Quebec, Ontario, Prairie and Pacific Regions; Trust Management; and Vetcraft. ***Program Record Number:*** VAC MVA 035

Table of Disabilities
Description: Correspondence relating to the Table of Disabilities, its amendments, preparation and distribution. ***Topics:*** Policies and administration; tables by type of disability; and medical guidelines. ***Program Record Number:*** VAC MVA 251

Taxes
Description: Records relating to taxes as they affect veterans settled under provisions of the Veterans' Land Act and advising veterans of tax implications. ***Topics:*** Taxes -- general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; and real property tax deferment. ***Program Record Number:*** VAC MVA 100

Treatment and Treatment Services
Description: Information on the administration of veterans benefits related to medical, surgical and dental treatment, including the supply and maintenance of prosthetic and other appliances to eligible veterans and other qualified individuals. ***Topics:*** Treatment and treatment services -- general; foreign countries; other authorized personnel; Veterans Treatment Regulations; Veterans Health Care Regulations -- general; Veterans Independence Program; allowances; dental services -- general; dental care plans; hospitalization -- general; care; insurance -- general; provincial hospital and medicare plans; medical services; pharmacy services -- general; agreements; special equipment -- general; eyeglasses and other optical aids; home modifications; prosthetics and orthotics; reports and statistics. ***Program Record Number:*** VAC MVA 040

Treatment Entitlement
Description: Correspondence relating to treatment entitlement; pension payments during hospitalization; doctor of choice program; injury or death resulting from treatment. ***Topics:*** General; joint control of treatment services and pensions; medical activities; doctor of choice program; and injury or death resulting from treatment. ***Program Record Number:*** VAC MVA 275

Trust Funds
Description: Correspondence relating to trust funds consisting of private monies which have been donated by sympathetic individuals who wish to assist veterans and their families. ***Topics:*** General; statistics; donations; War Veterans Distress Fund; William Scott fund; Regimental fund -- 230th Battalion; War Special Assistance Fund; Florence Martineau Fund; Sidney E. Lambert Fund; W.A. Black Benefit Fund; Soldiers' Aid Commission; Canadian Patriotic Fund and the Mennonite Fund; canteen funds, Last Post Fund; RCAF Benevolent Fund; and Army Benevolent Fund. ***Program Record Number:*** VAC MVA 280

Veterans Affairs - General
Description: Information on a wide variety of subjects relating to the operational responsibilities of the Veterans Affairs department. ***Topics:*** Veterans Affairs - general; Benefits Redesign Project; Pension Reform Project; evaluation studies; Veterans legislation - general, bills, consolidation project, legislative proposals, Merchant Navy Veterans, Pension Act, policy issues; subordinate legislation - general, regulatory projects, Veterans Health Care; War Veterans Allowance Act. ***Program Record Number:*** VAC MVA 130

Veterans Insurance
Description: Information on the administration of life insurance purchased by veterans and other eligible individuals. ***Topics:*** Returned Soldiers Insurance and Veterans Insurance -- general; reports; statistics; statements; studies and surveys; acts; regulations and rulings. ***Program Record Number:*** VAC MVA 030

War Veterans Allowance and Merchant Navy Veteran and Civilian War-related Benefits
Description: Information on the administration of War Veterans Allowance and Merchant Navy Veteran and Civilian War-related Benefits to eligible veterans and other qualified individuals, including eligibility requirements; rates of allowance; payments and overpayments; authorities; adjudication and decisions. ***Topics:*** War Veterans Allowance and Merchant Navy Veteran and Civilian War-related Benefits -- general; acts and regulations; adjudication decisions -- general; regular board decisions; Assistance Fund; cheques; eligibility -- general; age; residence; medical; service requirements; foreign countries allowances; harmonization with Health and Welfare Canada and with Revenue Canada, Taxation; other income -- general; casual earnings and interest; social assistance -- general; Old Age Security; provincial programs; payment of allowances -- general; excesses; overpayment of allowances -- general; remissions; reports and statistics. ***Program Record Number:*** VAC MVA 045

♦ Veterans Review and Appeal Board

Disability Pension Appeals
Description: Records relating to the adjudication of reviews of decisions rendered by the Minister and of appeals of decisions rendered by the Veterans Review and Appeal Board under the Pension Act and other related statutes. ***Topics:*** Procedures -- general; reviews of decisions of the Minister and appeals of decisions of the Veterans Review and Appeal Board; reviewers'/editors' procedures; precedent decisions; interpretations; legal opinions; rules of procedure and medical opinions. ***Program Record Number:*** VAC VRAB 202

Veterans Review Appeal Board - General
Description: Information relating to the former Veterans Appeal Board and Canadian Pension Commission and the new Veterans Review and Appeal Board, including

historical background, operational functions and responsibilities of the Board. ***Topics:*** Veterans Review and Appeal Board -- general; liaison -- veterans organizations, other federal departments and other levels of government; meetings; audits; appointments; statistics; finance; policy development; correspondence; and plans. ***Program Record Number:*** VAC VRAB 201

War Veterans Allowance and Merchant Navy Veteran and Civilian War-related Benefits Appeals

Description: Records relating to the adjudication of appeals of decisions rendered by the Department of Veterans Affairs under the War Veterans Allowance Act and the Merchant Navy Veteran and Civilian War-related Benefits Act, and other related statutes. ***Topics:*** Allowances -- general; spousal separation; overpayments; eligibility -- general; Allied Forces; military service; theatre of war; income -- general; casual earnings; interest; social assistance; procedures -- general; regional offices of the Department of Veterans Affairs; precedent decisions; interpretations; legal opinions; and rules of procedure. ***Program Record Number:*** VAC VRAB 203

♦ Common Records

Access to Information and Privacy (ATIP) Co-ordination

Description: Information on the Portfolio's ATIP policies, implementation procedures and liaison network. ***Topics:*** ATIP policies; exemption procedures; briefing and training material; sharing of personal information with other government institutions; collection, use, disclosure and protection of personal information; correction requests/notations; complaints to Information/Privacy Commissioners; compliance; co-operation and liaison within the Portfolio and with other government institutions; manuals; reports and statistics; and requests for access to information. ***Program Record Number:*** VAC MVA 475

Accounts and Accounting

Description: Records relating to the Portfolio's accounting activities. ***Topics:*** Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances. ***Program Record Number:*** VAC MVA 555

Acts and Legislation

Description: Correspondence relating to the preparation, amendment, etc. of acts and regulations. ***Topics:*** Acts and legislation generally; departmental, federal, foreign and provincial. ***Program Record Number:*** VAC MVA 490

Administration

Description: Information on a wide variety of subjects relating to administrative matters. ***Topics:*** Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency preparedness; energy conservation; Federal Identity Program; legal matters; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours; and studies and surveys. ***Program Record Number:*** VAC MVA 485

Administrative and Management Services

Description: Records relating to the services which support the administration and operational components of the organization. ***Topics:*** Administrative and management services generally; correspondence management; duplication services; forms management; library services; mail, messenger and postal services; management consulting services; records management; telecommunications services; travel and transportation services; secretarial, typing and word-processing services; translation services; and micrographics. ***Program Record Number:*** VAC MVA 495

Budgets

Description: Records concerning budgetary activities within the Portfolio. ***Topics:*** Budgets generally; estimates and supplementary estimates; and program forecasts. ***Program Record Number:*** VAC MVA 565

Buildings

Description: Records relating to tenant services. ***Topics:*** Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; fire prevention; disposal and maintenance. ***Program Record Number:*** VAC MVA 510

Buildings and Properties

Description: Correspondence of a general nature relating to buildings, properties and accommodations. ***Topics:*** Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics; and parking. ***Program Record Number:*** VAC MVA 505

Classification of Positions

Description: Correspondence relating to policies and procedures on classification of positions; delegation of classification authority; Special Assignment Pay Plan (SAPP); management complement, monitoring of classification and classification grievances. ***Topics:*** Classification generally; audits; category and group; individual positions; standards; reclassification; holding classification (red circling); classification committee reports; organization charts; Special Assignment Pay Plan; and classification grievances. ***Program Record Number:*** VAC MVA 425

Conflict of Interest and Post-employment Code

Description: Correspondence relating to the implementation of the Conflict of Interest and Post-employment Code. ***Topics:*** Code of the Public Service;

amendment; interpretation; delegation authority; reports and statistics. ***Program Record Number:*** VAC MVA 430

Co-operation and Liaison

Description: Correspondence relating to co-operation and liaison activities. ***Topics:*** Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels. ***Program Record Number:*** VAC MVA 500

Employment and Staffing

Description: Correspondence relating to employment and staffing of positions, certification, delegation of staffing authority, policy development, employment and staffing selection standards and monitoring of staffing. ***Topics:*** Employment and staffing generally; statistics on applications; casual and term employees and temporary services; competitions; lateral transfers; program recruitment; two-year guarantee policy and procedures; requests for staffing action; summer students; secondment agreements; and employee exchange between Veterans Affairs Canada and provincial departments. ***Program Record Number:*** VAC MVA 435

Employment Equity

Description: Correspondence relating to equal opportunities for women; program initiatives to increase the employment of women in senior positions; correspondence on new initiatives leading to increased participation in the work force of aboriginal people, visible minorities and disabled people. ***Topics:*** Employment Equity generally; program initiatives for disabled persons; aboriginal people; visible minorities; disabled people and women; reports; plans; statistics; studies and surveys; and Employment Equity plan. ***Program Record Number:*** VAC MVA 420

Equipment and Supplies

Description: Records relating to the procurement of equipment and supplies. ***Topics:*** Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery; equipment for the handicapped. ***Program Record Number:*** VAC MVA 525

Finance

Description: Records relating to the Portfolio's financial activities. ***Topics:*** Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses. ***Program Record Number:*** VAC MVA 550

Furniture and Furnishings

Description: Records relating to the procurement, accountability and issuing of furniture and furnishings. ***Topics:*** Furniture and furnishing generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; pictures; inventories; and furniture for the handicapped and for orthopaedic uses. ***Program Record Number:*** VAC MVA 530

Human Resources

Description: Correspondence relating to all aspects of human resource management, planning and development. ***Topics:*** Human resources generally; career movement; inventories; performance appraisal; reports and statistics; Career Assignment Program (CAP); succession planning; and incentive award programs. ***Program Record Number:*** VAC MVA 440

Individuals Deceased More than 20 Years

Description: Records and correspondence on veterans and their dependants, deceased more than 20 years, who contacted and/or received benefits from the Portfolio during their lifetimes. ***Topics:*** Applications for benefits; medical, financial and domestic information; military service information; decisions on applications and appeals; and general correspondence. ***Program Record Number:*** VAC MVA 480

Information Technology (IT)

Description: Records on the procurement, purchase, rental of IT equipment and the management of IT through policies, plans and standards. ***Topics:*** IT generally; Year 2000 Project; business resumption planning; committees; corporate database; data-processing hardware & software; IT security; information holdings; inventories; plans; policies (telecommunications, IT); standards; system development; maintenance and support to production systems; Internet infrastructure and application development; Internet; Intranet; and wide and local area networks. ***Program Record Number:*** VAC MVA 405

Internal Audit, Program Evaluation and Review

Description: Correspondence relating to Auditor General reports, internal audits and evaluation of the Portfolio's programs. ***Topics:*** Auditor General reports and reports on various types of internal audits including comprehensive, compliance, systems, special request audits and special study assessments. Files of project-oriented program evaluation work relating to framework/assessment/evaluation studies; to assistance to other parts of the Portfolio; and to establishment of the program evaluation function. ***Program Record Number:*** VAC MVA 560

Lands

Description: Information of a general nature on land administration. ***Topics:*** Lands generally; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks. ***Program Record Number:*** VAC MVA 515

Occupational Health, Safety and Welfare
Description: Correspondence relating to the administration of occupational health, safety and welfare matters. ***Topics:*** Occupational health; safety and welfare generally; health units; nursing services; and surveys. ***Program Record Number:*** VAC MVA 445

Office Appliances
Description: Records relating to the procurement, purchase and rental of non-EDP equipment. ***Topics:*** Office appliances generally; calculators; duplicating equipment; facsimile machines; photographic and microfilming equipment; recorders; and typewriters. ***Program Record Number:*** VAC MVA 535

Official Languages
Description: Correspondence and reports relating to policies, procedures and guidelines relating to the Official Languages activities of the Portfolio. ***Topics:*** Official Languages generally; identification and designation of bilingual positions; bilingual bonus; Official Languages action plans; complaints; recruitment; replacements; work instruments; language training module data; second-language evaluation; letters of understanding; and reports and statistics. ***Program Record Number:*** VAC MVA 450

Pensions and Insurance
Description: Correspondence relating to the administration of employee contribution and coverage under the various pension and insurance plans. ***Topics:*** Pensions and insurance generally; superannuation plans; Canada Pension Plan; the Public Service Dental Care Plan; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance; unemployment insurance plans; Health Insurance Remuneration Supplement; Public Service Management Insurance Plan (PSMIP); and Public Service Health Care Plan (PSHCP) formerly known as Group Surgical-Medical Insurance Plan (GSMIP). ***Program Record Number:*** VAC MVA 455

Personnel
Description: Correspondence relating to the general administration of personnel management activities. ***Topics:*** Personnel generally; accidents and injuries; Governor in Council appointments and others; attendance; awards and honours; establishment; hours of work and overtime; leave and holidays; regulations and directives; reports and statistics; retirements; separations; workforce adjustments; and Veterans Affairs Personnel System (VAPS) formerly known as Personnel Management Information System (PMIS). ***Program Record Number:*** VAC MVA 415

Procurement
Description: Information on various procurement functions. ***Topics:*** Procurement generally; contracts; local purchase orders; procedures and regulations; and requisitions and standing offer agreements. ***Program Record Number:*** VAC MVA 540

Salaries and Wages
Description: Correspondence relating to subject matter within the employee pay administration activity. ***Topics:*** Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations on salary revisions; severance pay; direct pay deposit service; and garnishments. ***Program Record Number:*** VAC MVA 460

Security
Description: Correspondence relating to general security matters and physical security of buildings and grounds. ***Topics:*** Security generally; policies; Corps of Commissionaires; fires and fire prevention; emergency measures; building security and access control; security checks; security sweeps; and equipment. ***Program Record Number:*** VAC MVA 410

Staff Relations
Description: Correspondence relating to topics concerning the administration of labour relations activities, collective bargaining, employee complaints and employee assistance programs. ***Topics:*** Staff relations generally; counselling and employee assistance programs; bargaining agents; collective agreements and interpretations; designated employees; discipline; grievances; adjudications; complaints; managerial and confidential exclusions; union relations; and union-management consultations. ***Program Record Number:*** VAC MVA 465

Training and Development
Description: Correspondence relating to the general administration of training programs, participation and activities, and their costs. ***Topics:*** Training and development generally; attendance; course content; course evaluations; individual courses; Middle Management Orientation Program; plans, schedules and directives; supervisory orientation program; and types of courses. ***Program Record Number:*** VAC MVA 470

Utilities
Description: Correspondence relating to the installation, operation and maintenance of utility systems and facilities. ***Topics:*** Utilities generally; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation. ***Program Record Number:*** VAC MVA 520

Vehicles
Description: Records relating to the purchase, lease, operational standards and costs of vehicles. ***Topics:*** Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences; and inventories. ***Program Record Number:*** VAC MVA 545

Personal Information Banks

Veterans Affairs Canada

Access to Information Requests

Description: This bank contains the Access to Information Request Forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or on fee waivers may also be included. ***Class of Individuals:*** Canadian citizens/permanent residents of Canada. ***Purpose:*** To administer access requests in accordance with the Access to Information Act. ***Consistent Uses:*** The bank is used to record the processing of requests under the Access to Information Act, to report to Treasury Board and to Parliament on requests received and completed, and for the purposes of consultations with other government institutions. ***Retention and Disposal Standards:*** Files will be kept for two years. ***PAC Number:*** 86-001 ***Related to PR#:*** VAC.MVA.475 ***TBS Registration:*** 003468 ***Bank Number:*** VAC PPU 115

Assistance Fund

Description: This bank contains information on the provision of single cash grants to persons who meet the eligibility criteria and who require a grant to meet an extreme emergency situation. ***Class of Individuals:*** This information relates only to those persons who are recipients in accordance with the War Veterans Allowance Act. ***Purpose:*** The purpose of this bank is to provide information concerning the payment of single cash grants and is authorized under the Department of Veterans Affairs Act, Assistance Fund Regulations and War Veterans Allowance Act. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.045 ***TBS Registration:*** 003476 ***Bank Number:*** VAC PPU 045

Client Database

Description: This is a computerized data bank containing information relating to veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits. The Bank also contains information relating to veterans, their spouses and dependants who applied for benefits and were denied. Data may include names, addresses, social insurance numbers, service numbers, benefits received and additional information required to provide service to the client. ***Class of Individuals:*** The information relates to veterans, their spouses and dependants who were or are now in receipt of benefits payable under the War Veterans Allowance Act, the Merchant Navy Veteran and Civilian War-Related Benefits Act, the Pension Act, the Flying Accidents Compensation Regulations, the Gallantry Gratuities and Annuities Order and the Halifax Relief Commission Pension Continuation Act. ***Purpose:*** The databases are maintained to assist Veterans Affairs in responding effectively to client needs. ***Consistent Uses:*** Information in this bank is shared with Public Works and Government Services Canada for cheque issuance purposes; with Human Resources Development Canada to determine the veteran's Old Age Security benefits; and with Revenue Canada (Taxation) to verify the veteran's income. Information in this bank is also shared with Blue Cross who processes veteran's medical claims on behalf of the Department of Veterans Affairs. ***Retention and Disposal Standards:*** An annual snapshot of the databases for the Canadian Pension Commission and the Veterans Services Benefit Delivery Systems is released to the National Archives at the end of November each year. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.035; VAC.MVA.045 ***TBS Registration:*** 003481 ***Bank Number:*** VAC PPU 085

Contractual Obligations

Description: Data in this bank include correspondence, internal memoranda and reports, as well as absentee and rescission documentation. ***Class of Individuals:*** The information relates to veterans established under the Veterans' Land Act. ***Purpose:*** The purpose of this bank is to monitor, under the Veterans' Land Act and Regulations, payments, taxes, insurance, property maintenance and the residence or operation, as per the contractual agreement made between the veteran and the Director. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** Records are transferred to National Archives of Canada sixty years from the date of final loan payment. ***PAC Number:*** 93/013 ***Related to PR#:*** VAC.MVA.060; VAC.MVA.065; VAC.MVA.070 ***TBS Registration:*** 003464 ***Bank Number:*** VAC PPU 070

Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

Description: This bank contains information on counselling, rehabilitation, sheltered opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information. ***Class of Individuals:*** Certain former members of the armed forces, and others, who served in World Wars I, II, the United Nations peacekeeping operations in Korea and in peacetime. ***Purpose:*** The

purpose of this bank is to provide, under the Department of Veterans Affairs Act, the Pension Act, the Veterans Review and Appeal Board Act, the Merchant Navy Veteran and Civilian War-related Benefits Act, the Veterans Burial Regulations, 1995, Veterans Treatment Regulations, the Guardianship of Veterans Property Regulations, the Veterans Estates Regulations, the Army Benevolent Fund Act, Last Post Fund Regulations, 1995, the Veterans' Rehabilitation Act (repealed 1990), and Veterans Rehabilitation Regulations (repealed), details concerning the counselling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information. ***Consistent Uses:*** Information in this bank is occasionally provided to the Public Trustee Estate Administrator and/or third party administrators for administration of estates or to funeral directors for payment purposes. Details of departmental benefit status, service particulars and date of birth are given to Last Post Fund representatives in order that funeral and burial assistance may be provided. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.020; VAC.MVA.035 ***TBS Registration:*** 003469 ***Bank Number:*** VAC PPU 005

Devolution of Estates

Description: Data in this bank include legal and other correspondence, inter-office memoranda and reports, as well as Surrogate or Probate Court documents. ***Class of Individuals:*** Information relates to the estates of deceased veterans who were established under the Soldier Settlement Act and the Veterans' Land Act. ***Purpose:*** The purpose of this bank is to identify, under the Veterans' Land Act and Regulations, those individuals entitled to inherit the agreement of sale of the deceased veteran. ***Consistent Uses:*** Information in this bank may be given to the public trustee or estate administrator for the purposes of estate administration. ***Retention and Disposal Standards:*** Records are transferred to Archives Canada sixty years from the date of final loan payment. ***PAC Number:*** 93/013 ***Related to PR#:*** VAC.MVA.060; VAC.MVA.065; VAC.MVA.070 ***TBS Registration:*** 003465 ***Bank Number:*** VAC PPU 075

Educational Assistance

Description: The information in this bank concerns educational assistance available to eligible veterans and their dependants. ***Class of Individuals:*** This assistance was available to persons who served in the armed forces and their dependants. ***Purpose:*** The purpose of this bank is to provide, under the Veterans Rehabilitation Act, Children of Deceased Veterans Education Assistance Act and the Pensioners Training Regulations, details relating to educational assistance. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** These records are retained for six years after the youngest dependent child reaches the age of 30 years. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.035 ***TBS Registration:*** 003470 ***Bank Number:*** VAC PPU 010

Eligibility, Property Purchase and Sale, and Construction

Description: Data in this bank include veterans applications, inter-office memoranda, owners' offers to sell, legal documentation and correspondence regarding acquisition of title, veterans agreements of sale, construction contracts and related documentation, and acquisition of stock and equipment. ***Class of Individuals:*** The information relates to veterans established under the Soldier Settlement Act and the Veterans' Land Act. ***Purpose:*** The purpose of this bank is to provide, under the Soldier Settlement Act and the Veterans' Land Act and Regulations, details concerning the eligibility of a veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings, the agreements of sale covering resale of such properties and the acquisition of stock and equipment to the veteran purchaser. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** Records are transferred to Archives Canada sixty years from the date of final loan payment. ***PAC Number:*** 93/013 ***Related to PR#:*** VAC.MVA.060; VAC.MVA.065; VAC.MVA.070 ***TBS Registration:*** 003462 ***Bank Number:*** VAC PPU 060

Health Care Programs (Non-pension Related)

Description: This bank contains information on health care benefits and treatments provided to veterans and other qualified individuals for illness or non-pensioned disability. ***Class of Individuals:*** This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons who have received departmentally sponsored treatment and health care benefits. ***Purpose:*** The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on health care benefits and services and care provided to war veterans and other qualified persons for illness or disability not related to any pensioned disability. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or

agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial/health benefit; to qualified health professionals, or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. Information may also be shared with Blue Cross for the administration of health care benefits. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.040 ***TBS Registration:*** 003473 ***Bank Number:*** VAC PPU 020

Honours and Awards

Description: This bank contains ships ledgers, World War I and World War II badge ledgers and nominal rolls for Newfoundland veterans. ***Class of Individuals:*** Persons who served in the armed forces during the First and Second World Wars and Newfoundland veterans who served in the Royal Navy, Royal Air Force or the Merchant Marine during World War II or the Korean Conflict. ***Purpose:*** The purpose of the bank is to identify those individuals who have applied for and/or received medals or copies of medals. ***Consistent Uses:*** Information may be disclosed to members of a provincial legislative body or Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** For veterans or others who have made a claim for medals, all information including correspondence is retained for a period of six months, at which time the records are forwarded to the National Archives of Canada for inclusion in the veteran's service record. ***Related to PR#:*** VAC.MVA.495 ***TBS Registration:*** 002280 ***Bank Number:*** VAC PPU 110

Immediate Post-Discharge Benefits

Description: This bank contains information about post-discharge benefits paid to qualifying persons. ***Class of Individuals:*** These benefits were available to persons who served in the armed forces and paramilitary bodies in World War II and/or the United Nations operations in Korea. Also Newfoundland veterans eligible for re-establishment credits. ***Purpose:*** The purpose of this bank is to provide, under the War Service Grants Act and the Veterans Benefit Act and respective Regulations, information on war service gratuities, re-establishment credits and other immediate post-discharge benefits. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.035 ***TBS Registration:*** 003471 ***Bank Number:*** VAC PPU 015

Institutional Care

Description: This bank contains information on health care benefits provided to veterans and other qualified individuals who are or have been patients in departmental hospitals or contract beds in provincial and private facilities. Some of this information may have been copied to Head Office and regional office files. This bank, however, represents a complete account of treatment received which is organized by and must be accessed by the institution. ***Class of Individuals:*** This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons (such as federal prisoners and RCMP officers) who have received treatment in a present or former departmental facility or contact bed. ***Purpose:*** The purpose of this bank is to provide, under the Department of Veterans Affairs Act, and Veterans Health Care Regulations, information on health care benefits provided to war veterans and other qualified persons who receive institutional care. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefits; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. The information is disclosed to Members of Parliament acting in the interest of the individual. As well, information provided may be shared with Blue Cross for the administration of medical benefits. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.040 ***TBS Registration:*** 003472 ***Bank Number:*** VAC PPU 016

Legal Services for Pension Applicants and Allowance Appellants

Description: The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counselling of applicants and the preparation and presentation of assessment and entitlement claims before review and appeal panels of the Veterans Review and Appeal Board. Some items of information in this bank are subject to solicitor-client privilege, under subsection 20(2) of the Pension Act. The material is used for the preparation and presentation of claims. ***Class of Individuals:*** The class of individuals to whom the personal information bank relates is: veterans

of World War I, World War II, the Korean War, members of the Royal Canadian Mounted Police, members of the Canadian Armed Forces and their widows and dependants. ***Purpose:*** The purpose of this bank is to provide information used by the Bureau in providing free legal service to persons seeking to establish claims under the Pension Act, the Merchant Navy Veteran and Civilian War-related Benefits Act, War Veterans Allowance Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act. ***Consistent Uses:*** Information in this bank is provided to qualified medical practitioners in order to obtain medical opinions in support of claims; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. The information is also used occasionally to support other claims of a similar nature. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.295; VAC.MVA.300 ***TBS Registration:*** 003482 ***Bank Number:*** VAC PPU 090

Nursing Assistants' Transcripts

Description: This bank contains personal information concerning participants in a departmental training course for nursing assistants. ***Class of Individuals:*** Individuals who participated in departmental training courses at Camp Hill Hospital, Sunnybrook Hospital or Queen Mary Veterans Hospital for accreditation as a nursing assistant. ***Purpose:*** The purpose of this bank is to provide proof of accreditation for nursing assistants who participated in training courses in some departmental institutions. This training took place prior to the transfer of control of the institutions to the provinces in which they are located. ***Retention and Disposal Standards:*** The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information . ***Related to PR#:*** VAC.MVA.495 ***TBS Registration:*** 002281 ***Bank Number:*** VAC PPU 105

Payment of Short-Term Allowances

Description: This bank contains information about short-term allowances that were payable to eligible veterans. ***Class of Individuals:*** Certain former members of the Armed Forces, and others, who served in World Wars I, II, and the United Nations peacekeeping operations in Korea. ***Purpose:*** The purpose of this bank is to provide, under the Department of Veterans Affairs Act, information concerning the payment of short-term allowances for service in World War II and/or the U.N. operations in Korea, during periods of unemployment, temporary incapacity and while awaiting returns from business. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** Presently under review. ***Related to PR#:*** VAC.MVA.035 ***TBS Registration:*** 003460 ***Bank Number:*** VAC PPU 025

Pensions and Compensation

Description: The data in this bank may be held in written or recorded form and include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service, medical records, information on dependants, applications for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded, pension payment inquiries and related correspondence of the individuals concerned. ***Class of Individuals:*** Individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians and their dependants. Also, for Newfoundland veterans who, prior to 1949, received a pension from the British Government, this information is maintained in entitlement ledgers, medical registers and nominal rolls. ***Purpose:*** The purpose of the bank is to retain the documents required for making decisions and maintaining accounts on pensions, compensation and grants for applicants under the Pension Act, Flying Accidents Compensation Regulations, Merchant Navy Veteran and Civilian War-related Benefits Act, Gallantry Awards Order, the Royal Canadian Mounted Police Superannuation Act, the Royal Canadian Mounted Police Pension Continuation Act, the Special Operators War Service Benefits Act, the Supervisors War Service Benefits Act, the Penitentiary Inmates Accident Compensation Regulations, the Special Indemnities Plan for Dependants of Canadian Forces Attachés, the Defence Services Pension Continuation Act, the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information is also disclosed to members of a provincial legislative body or Members of Parliament acting in the interest of the individual. Information may also be shared with authorized parties to assist the Department in the collection of overpayments. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the

date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.045; VAC.MVA.230; VAC.MVA.240 ***TBS Registration:*** 003478 ***Bank Number:*** VAC PPU 055

Pensions Under the Halifax Relief Commission Pension Continuation Act

Description: This bank contains personal, medical and social characteristics of those individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917. ***Class of Individuals:*** Individuals injured in the Halifax explosion. ***Purpose:*** The purpose is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and consider claims for pensions under the Halifax Relief Commission Pension Continuation Act. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information is also disclosed to members of a provincial legislative body or Members of Parliament acting in the interest of the individual. Information may also be shared with authorized parties to assist the Department in the collection of overpayments. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.220 ***TBS Registration:*** 003477 ***Bank Number:*** VAC PPU 050

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established to retain copies of requests for personal information received from authorized federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. ***Class of Individuals:*** Individuals about whom requests for personal information have been received from federal investigative bodies. ***Purpose:*** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province, or for carrying out a lawful investigation. ***Retention and Disposal Standards:*** Records are retained for a period of two years after last action. ***PAC Number:*** 86/001 ***TBS Registration:*** 002756 ***Bank Number:*** VAC PPU 101

Personal Information Requests

Description: This bank contains personal information request forms and letters sent by individuals requesting access to their files under the Privacy Act, as well as correspondence, requests for extensions and advisory notes concerning exemptions under the Act. ***Class of Individuals:*** The information relates to Canadians who have applied to Veterans Affairs under the Privacy Act during the past two years to receive copies of or to view their personal records. ***Purpose:*** The purpose of this bank is to process personal information requests and to make such statistical reports as are required by the legislation. In addition, the Access to Information and Privacy Coordinator maintains files containing requests for access under paragraphs 8(2)(a)-(e), 8(2)(g)-(i) and 8(2)(m) of the Privacy Act for the use of the Privacy Commissioner. ***Consistent Uses:*** The information is used to process requests and for research and statistical purposes. ***Retention and Disposal Standards:*** The records are retained for two years and are destroyed upon resolution, as stated in the General Records Disposal Schedules of the Government of Canada. ***PAC Number:*** 86/001 ***Related to PR#:*** VAC.MVA.475 ***TBS Registration:*** 003467 ***Bank Number:*** VAC PPU 100

Property Sales and Other Dispositions

Description: Data in this bank include legal documents, survey plans and descriptions, authority for dispositions such as Orders-in-Council or ministerial approval and, where applicable, tendering documentation as well as correspondence and inter-office memoranda. ***Class of Individuals:*** The information relates to veterans established under the Soldier Settlement Act and the Veterans' Land Act. ***Purpose:*** The purpose of this bank is to provide information on sales, granting of easements, gas and oil leases, right of way, etc., related to properties acquired by the Director under the Veterans' Land Act and Regulations. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** Records are transferred to Archives Canada sixty years from the date of final loan payment. ***PAC Number:*** 93/013 ***Related to PR#:*** VAC.MVA.060; VAC.MVA.065; VAC.MVA.070 ***TBS Registration:*** 003463 ***Bank Number:*** VAC PPU 065

Records of Sea Service for Canadian Merchant Seaman

Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seamen in the Canadian Merchant Navy. The records maintained cover World War II, 1939 to 1947 and a limited number of ships which operated in the Korean Conflict, 1950 to 1953. ***Class of***

Individuals: Canadian Merchant Seamen ***Purpose:*** The purpose of this bank is to provide statements of sea service to support applications for service medals and veterans' benefits to individual merchant seamen. The primary identifiers are name, date of birth and name of ship. ***Consistent Uses:*** Information may be disclosed to members of a provincial legislative body or Members of Parliament acting in the interest of the individual. ***Retention and Disposal Standards:*** Presently under review. ***TBS Registration:*** 003736 ***Bank Number:*** VAC PPU 120

Treatment of a Pensioned Condition

Description: This bank contains information on health care benefits and treatment for a pensioned disability. ***Class of Individuals:*** This information relates to those persons who hold entitlement to a disability pension as a result of a decision of the Department of Veterans Affairs or the Veterans' Review and Appeal Board (formerly the Canadian Pension Commission and or the Veterans' Appeal Board). ***Purpose:*** The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information concerning medical treatment and related benefits for a pensioned disability resulting from service in the armed forces, in specified civilian organizations and, in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight. ***Consistent Uses:*** Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. Some information may be given to the administration of foreign governments for the purpose of administering treatment for a pensioned condition, if the individual concerned resides in a foreign country. Information may also be shared with Blue Cross for the administration of medical benefits. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.040 ***TBS Registration:*** 003474 ***Bank Number:*** VAC PPU 030

Veterans Independence Program

Description: This bank contains information about the services relating to healthy, independent living provided to individual veterans and other eligible clients through the Veterans Independence Program. ***Class of Individuals:*** This information relates to persons who served in the armed forces during the First and Second World Wars, the United Nations operations in Korea and Special Duty Areas and Merchant Navy veterans and others who are eligible for services and benefits under the Veterans Independence Program. ***Purpose:*** The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on benefits and services provided to veterans and other eligible clients in order to assist them to remain healthy and independent in their own homes or communities. ***Consistent Uses:*** Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individuals for any social/financial benefit; to qualified health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual and to provide for proper care planning of the individual; or to members of a provincial legislative body acting in the interest of the individual. As well, information is disclosed to Members of Parliament acting in the interest of the individual. Information may also be shared with Blue Cross for the administration of health care benefits. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.020; VAC.MVA.040 ***TBS Registration:*** 003479 ***Bank Number:*** VAC PPU 056

Veterans Life Insurance

Description: This bank contains information required for the provision and administration of veterans life insurance programs. ***Class of Individuals:*** Veterans, widows(ers) of veterans, and qualified civilians. ***Purpose:*** The purpose of this bank is to provide, under the Veterans Insurance Act, the Veterans Insurance Regulations, The Returned Soldiers' Insurance Act and The Returned Soldiers' Insurance Regulations, information required in identifying eligible veterans, certain civilian personnel or widows of veterans who contracted for life insurance under the provisions of the Acts listed above. ***Consistent Uses:*** Information in this bank is shared with beneficiaries of policy holders and with the administrator/executor of the estate of a deceased policy holder or beneficiary for the purpose of administering his/her estate. It may also be shared with the Office of the Superintendent of Financial Institutions and with Revenue Canada for taxation purposes. ***Retention and Disposal Standards:*** Presently under review. ***Related to PR#:*** VAC.MVA.030 ***TBS Registration:*** 003461 ***Bank Number:*** VAC PPU 035

War Veterans Allowance

Description: This bank contains written or recorded information concerning the payment of War Veterans Allowance. ***Class of Individuals:*** This information relates to those qualified persons who served in, or were in close support of, the armed forces during World Wars I, II, and/or the United Nations peacekeeping operations in Korea. ***Purpose:*** The purpose of this bank is to provide information about the payment of allowances to qualified persons under the War Veterans Allowance Act, the

Veterans Allowance Regulations and the Merchant Navy Veteran and Civilian War-related Benefits Act. Authorization for the collection of Social Insurance Numbers comes under the War Veterans Allowance Act. ***Consistent Uses:*** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information may also be disclosed to members of a provincial legislative body or to Members of Parliament acting in the interest of the individual. Information may also be shared with authorized parties to assist the Department in the collection of overpayments. Information is also data-matched with Human Resources Development and Revenue Canada (Taxation) for income verification purposes. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.MVA.040; VAC.MVA.045 ***TBS Registration:*** 003475 ***Bank Number:*** VAC PPU 040

♦ Veterans Review and Appeal Board

Individual Case Summaries

Description: Data in this bank include a person's name, service number, reason for application to the former War Veterans Allowance Board and a summary of the pertinent facts of the case, including options for the Board's consideration. ***Class of Individuals:*** The personal information contained in this bank relates to individuals who were dissatisfied with the decisions of the departmental adjudicators made under the War Veterans Allowance Act and the Civilian War Pensions and Allowances Act. ***Purpose:*** The purpose of this bank is to retain all case summaries prepared by the staff of the Board to summarize the facts of each appeal for reference purposes. These summaries date from 1981 to September 1987, when the War Veterans Allowance Board amalgamated with the Pension Review Board to form the Veterans Appeal Board. ***Consistent Uses:*** The information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for veterans' benefits. The information is also used occasionally to support similar claims. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.VRAB.201; VAC.VRAB.202; VAC.VRAB.203 ***TBS Registration:*** 003466 ***Bank Number:*** VAC PPU 095

Veterans Review and Appeal Board Reviews and Appeals

Description: This bank was established to store material relating to reviews and appeals made to the Veterans Review and Appeal Board, appeals made to the former Veterans Appeal Board and reviews made to the former Canadian Pension Commission and the disposition thereof. It contains correspondence, notices, case summaries, documentary evidence, submission, medical information and decisions, all related to the consideration and disposition of reviews and appeals filed before the Veterans Review and Appeal Board, and of the former Canadian Pension Commission and Veterans Appeal Board. ***Class of Individuals:*** The information relates to individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants. ***Purpose:*** The purpose of this bank is to provide the Veterans Review and Appeal Board with pertinent information to assist in the disposition of appeals against review decisions of the Veterans Review and Appeal Board, the former Canadian Pension Commission, the former Veterans Appeal Board, and the Department of Veterans Affairs, made under the Pension Act, the War Veterans Allowance Act, the Merchant Navy Veteran and Civilian War-related Benefits Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act. The information is shared with Department of Veterans Affairs and the Bureau of Pensions Advocates for purposes of administering the individual's eligibility for veterans' benefits. The information is also used occasionally to support similar claims. ***Consistent Uses:*** The information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for veterans' benefits. The information is also used occasionally to support similar claims. The bank's information is also occasionally disclosed to qualified medical practitioners for the purpose of obtaining independant medical advice. ***Retention and Disposal Standards:*** Records are retained for a period of six years after the date of death of the last eligible dependant. ***PAC Number:*** 91/006 ***Related to PR#:*** VAC.VRAB.201; VAC.VRAB.202; VAC.VRAB.203 ***TBS Registration:*** 003480 ***Bank Number:*** VAC PPU 080

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Veterans Affairs and the associated agency, the Veterans Review Appeal Board, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquires, complaint and general correspondence stored as part of the general subject files and not retrievable by any personal identifier.

This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Manuals

- Administrative Information Manual
- Departmental Instructions
- Financial Policy & Procedures Manual
- Human Resources Policy Manual
- Lexicon
- Pension Policy Manual
- Personnel Communiqués
- Table of Disabilities
- Veterans Affairs Canada Security Manual
- Veterans Affairs Electronic Mail Policy
- Veterans Affairs Information Management Plan
- Veterans Affairs Information Technology Security Handbook
- Veterans Affairs Information Technology Standards
- Veterans Affairs Master Subject File Classification
- Veterans Affairs Technology Strategy/Architecture
- Veterans Legislation - Volumes I-II
- Veterans Programs Policy Manual - Volume I-III
- Veterans Review and Appeal Board Interpretations
- Veterans Services Boundary Book
- Veterans Services Operations Manual - Volumes I-V, VII-IX
- War Veterans Allowance Board - Precedent Decision Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information enquiries that do not require access to records should be addressed to the Communications Division in Ottawa or Charlottetown and to regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to one of the following addresses.

Charlottetown

Communications Division
Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

(902) 566-8195

Dartmouth/Halifax

Atlantic Regional Office
33 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N4

(902) 426-8936

Kirkland Lake

Ontario Regional Office
145 Government Rd.
W.Kirkland Lake, Ontario
P2N 2E8

(705) 568-4203

Montreal

Quebec Regional Office
4545 Queen Mary Road
Montreal, Quebec
H3W 1W4

(514) 496-6415

Ottawa

Communications Division
66 Slater Street
Ottawa, Ontario
K1A 0P4

(613) 992-7467

Vancouver

Pacific Regional Office
900 - 605 Robson Street
Vancouver, British Columbia
V6B 5G4

(604) 666-3878

Winnipeg

Prairie Regional Office
610-234 Donald Street
P.O. Box 6050
Winnipeg, Manitoba
R3C 4G5

(204) 983-1893

Reading Room

An area within the Portfolio's library at Head Office in Charlottetown has been designated under the Access to Information Act as a public reading room. The address is:

Daniel J. MacDonald Building
161 Grafton Street
Charlottetown, Prince Edward Island

Arrangements can be made for viewing documents in any of our field offices as well.

Western Economic Diversification Canada
Chapter 138

General Information

Background
The Department of Western Economic Diversification (WD) was established by the Western Economic Diversification Act (S.C. 1988, c. 17) on June 28, 1988. Some of the programs now under the Department's mandate were transferred from the Department of Regional Industrial Expansion.

Responsibilities
The Department is responsible for federal economic development activities in Western Canada and works in partnership with provinces, business, industry associations and communities to stimulate and diversify the economy in the West. In pursuit of this mandate, WD administers eight core programs:

- Advocacy
- National Programs
- Targeted Business Services
- Service Partnerships
- Capital Services
- Legacy Programs
- Strategic Initiatives
- Information Services

These programs are then grouped into three main focus areas:

Representation

To represent western interest in national decision-making, WD administers a two-tiered advocacy program – the first one focus on federal procurements and the other on policies and programs affecting economic development in western Canada. Advocacy is central to the mandate of WD and integral to the delivery of all its program. WD also takes a leadership role in federal-provincial relations in the field of economic development and provides advice to the Ministers on western business issues and relevant provincial government concerns and priorities,

Coordination

WD coordinates federal economic activities in the West through the following:

Service Partnerships: alternative service delivery arrangements to meet the needs of small business; including the development of the Western Canada Business Service Network: an alliance of Community Futures Development Corporations, Women's Enterprise Centres, Canada Business Service Centres and WD offices;

Strategic Initiatives: public-private partnerships, federal-provincial and tripartite economic development initiatives to address key competitiveness challenges;

National Programs: delivery of national economic development programs, including the Infrastructure Works Program and special community economic adjustment initiatives such as military base closures; and

Legacy Programs: administration and recovery of the portfolio of outstanding loans.

Development and Diversification

To develop and diversify the western economy, WD delivers three groups of direct services to clients:

Capital Services: targeted innovative loan/investment programs, offered in cooperation with private and public sector financial institutions and other assistance in accessing conventional loan financing and equity investment for SMEs. Currently, the loans funds offered are for nine different sectors: advanced materials and advanced manufacturing technology, advanced technology, agriculture, biotechnology, environmental technology, health, information technology, knowledge-based and tourism.

Targeted Business Services: assistance to SMEs to develop business plans, access exports and public sector markets and initiatives to streamline small business regulations. WD and its partners also offer four programs to provide assistance to entrepreneurs with their business goals. They are:

- Entrepreneurs with Disabilities Program – focused on providing entrepreneurs with disabilities the services they require to pursue their business goals;
- Western Youth Entrepreneur Program – assist youth between the ages of 18 and 35 who have a creative business idea or plan with access to loans up to $10,000;
- First Jobs in Science and Technology – provides SMEs with funding to hire recent science and technology graduates to help companies adopt new technologies;
- International Trade Personnel Program (ITPP) – provides SMEs with qualified post-secondary graduates to work on international trade development projects.

Information Services: information products and services tailored to the needs of small business in western Canada.

Legislation
- Industrial and Regional Development Act
- Small Businesses Loans Act

- Special Areas Act
- Western Economic Diversification Act, S.C. 1988, c. 17

Organization

The Department's Head Office is located in Edmonton, Alberta and is under the leadership of a Deputy Minister. The Head Office is co-located with the Regional Office for Alberta. There are also Regional Offices located in each of the other western provinces, in Winnipeg, Saskatoon and Vancouver, and a Corporate Office is located in Ottawa.

Under the direction of an Assistant Deputy Minister, supported by a dedicated secretariat, each Office has functional leadership of one or more of the business lines/program delivery areas, as follows:

Assistant Deputy Minister, Alberta

- Service Partnership
- Strategic Initiatives

Assistant Deputy Minister, Manitoba

- Capital Services

Assistant Deputy Minister, Saskatchewan

- Information Services

Assistant Deputy Minister, British Columbia

- Targeted Business Services

Assistant Deputy Minister (Ottawa)

- National Programs
- Legacy Programs

In addition, Regional Assistant Deputy Ministers are responsible for the regional delivery of all WD programs and services, and for line management of all regional administrative and support services. The Assistant Deputy Minister (Ottawa) has responsibility for Policy, Planning and Industrial Regional Benefits, Consultations, Marketing and Communications, Executive Services, and Finance-Information Management-Access to Information. The Human Resources Management, Legal Services and Audit and Evaluation branches report directly to the Deputy Minister.

The Department reports to the Minister of Industry, who is assisted by the Secretary of State (Western Economic Diversification).

Information Holdings

Program Records

Access to Information and Privacy
Description: Subjects relating to the operation of the Access to Information and Privacy office. ***Topics:*** Records access. ***Access:*** Files arranged by subject. ***Program Record Number:*** WED FPS 050

Communications
Description: Subjects relating to discussions, recommendations, and documentation on issues as well as publicity and promotional planning activities of the Department. ***Topics:*** Communications generally; publications; news clippings; news releases; speeches. ***Access:*** Files arranged by subject. ***Program Record Number:*** WED COM 045

Economic and Regional Development Agreements and Sub-Agreements
Description: Subjects relating to economic and regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies and the resulting agreements and sub-agreements. ***Topics:*** Economic and Regional Development Agreements (ERDA) and related sub-agreements (Manitoba, Saskatchewan, Alberta, British Columbia). ***Access:*** Files arranged by province and by subject. ***Program Record Number:*** WED PDC 015

Economic and Regional Development Agreements and Sub-Agreements – Sub-Agreement Projects
Description: Subjects relating to economic and regional development sub-agreement projects carried out by the Department in Western Canada including project documents; requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act.) ***Topics:*** Sub-agreement projects generally; agricultural processing and marketing; Winnipeg core area; industrial development; small business incentives. ***Access:*** Files arranged by project name and by subject. ***Program Record Number:*** WED REG 020

Industrial Regional Development Program and Projects
Description: Subjects relating to industrial regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. ***Topics:*** Industrial Regional Development Program (IRDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). ***Access:*** Files arranged by province, project and by subject. ***Program Record Number:*** WED REG 025

Sectoral Analysis and Planning – Agriculture
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian agriculture sector and outlook. ***Topics:*** Meat industry; malting plants; starch plants; agri-food industry;

aquaculture industry; fertilizer industry; agri-forest technologies; ethanol production and marketing program; alfalfa industry; grain industry; game farming; canola industry; peat moss; diversification strategies. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 055

Sectoral Analysis and Planning – Energy
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian energy sector and outlook. ***Topics:*** Oil; gas; uranium; ethanol; hydrogen; coal; Hydro; energy upgrading. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 060

Sectoral Analysis and Planning – Forestry
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian forestry sector and outlook. ***Topics:*** Research and development salmonoid enhancement program; aquaculture; shakes and shingles. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 065

Sectoral Analysis and Planning – General
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian economy and outlook. ***Topics:*** Sectors generally; communications; community; environment; labour; natives. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 040

Sectoral Analysis and Planning – Manufacturing
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian manufacturing sector and outlook. ***Topics:*** Health products; shipbuilding and repair industry; textile and clothing industry; carpet, mat and rug industry. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 070

Sectoral Analysis and Planning – Mining
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian mining sector and outlook. ***Topics:*** Potash; coal; structural materials; sulphur; phosphate; gold; acid mine waste; base metals; offshore mining; exploration/ investment. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 075

Sectoral Analysis and Planning – Services
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian services sector and outlook. ***Topics:*** Telecommunications; films and the arts; environmental industries; publishing; printing; business and financial services; engineering consulting and industrial services. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 080

Sectoral Analysis and Planning – Taxation and Fiscal Policy
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian taxation and fiscal sector and outlook. ***Topics:*** Taxation and fiscal policy issues. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 090

Sectoral Analysis and Planning – Technology
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian technological sector and outlook. ***Topics:*** Microelectronics; bio-technology; computer software and services; medical and biological sciences; high technology; Canadian space program; aerospace industry; air parts industry; comprehensive annual science and technology plans; industrial research assistance program; university research programs; provincial research organizations and councils; advanced industrial materials; scientific research and experimental development tax incentive program; Canadian innovation fund. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 085

Sectoral Analysis and Planning – Tourism
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian tourism sector and outlook. ***Topics:*** Data/statistics; tourism marketing; tourism associations and schools; tourism industry. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 095

Sectoral Analysis and Planning – Trade
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian trade sector and outlook. ***Topics:*** Canada/U.S. Trade Agreement; multilateral trade negotiations; subsidy and countervail program; trade shows and events; world trade centres. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 105

Sectoral Analysis and Planning – Transportation
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian transportation sector and outlook. ***Topics:*** Rail; air; marine; cruise ship industry; grain transportation. ***Access:*** By subject matter. ***Program Record Number:*** WED SEC 100

Western Diversification Program and Projects
Description: Subjects relating to western diversification initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. ***Topics:*** Western Diversification Program (WDP) and related provincial

projects (Manitoba, Saskatchewan, Alberta, British Columbia). ***Access:*** Files arranged by province, by project and by subject. ***Program Record Number:*** WED REG 030

Western Economic Diversification – General
Description: Subjects relating to the Department's involvement with various associations, memberships in committees, procurement initiatives, and other topics of a general nature. ***Topics:*** Committees and councils; task forces and working groups; conferences and seminars; liaison; meetings; procurement initiatives. ***Access:*** Files arranged by subject. ***Program Record Number:*** WED PPB 005

Western Economic Diversification – Projects
Description: Subjects relating to the overall administration of the Department's projects in Manitoba, Saskatchewan, Alberta and British Columbia; related reports, summaries, briefing notes and documents, and inquiries. ***Topics:*** Projects administration; projects reports; briefings; provinces (Manitoba, Saskatchewan, Alberta, British Columbia). ***Access:*** Files arranged by subject. ***Program Record Number:*** WED PPB 010

Western Transportation Industrial Development Program and Projects
Description: Subjects relating to western transportation industrial development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. ***Topics:*** Western Transportation Industrial Development Program (WTIDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). ***Access:*** Files arranged by province, by project and by subject. ***Program Record Number:*** WED REG 035

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access and Privacy Requests Data Bank
Description: This bank contains the access request forms sent by individuals requesting access to the Department's records under the Access to Information Act, and the Privacy Act, the replies to such requests, and information related to their processing. This bank also contains requests made by third parties for disclosure of personal information under the categories of permitted disclosures to third parties outlined in subsection 8(2) of the Privacy Act, the replies to such requests, and information relating to their processing. Information on exemptions claimed or on complaints handled may also be included. ***Class of Individuals:*** Individuals requesting access to the Department's records under the Access to information Act, or under the Privacy Act. ***Purpose:*** The purpose of this bank is to process and retain access and privacy requests, and to report on the number of requests received annually. ***Consistent Uses:*** Contents of this bank may be disclosed to the Privacy Commissioner or the Access to Information Commissioner during the investigation of complaints from requesters of information. ***Retention and Disposal Standards:*** Records are retained for two years from the date of the last administrative action, after which they are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002456 ***Bank Number:*** WED PPU 005

Agricultural Processing and Marketing (APMA) Program Projects
Description: This bank contains project applications for funding assistance under the Agricultural Processing and Marketing (APMA) Program. The applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank

is to retain a record of all requests for and inquiries about funding assistance under the Agricultural Processing and Marketing (APMA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002462 ***Bank Number:*** WED PPU 035

Applications for Employment
Description: This bank contains the applications received from individuals seeking employment from the Department. This information usually consists of letters to which curricula vitae are attached. ***Class of Individuals:*** Individuals seeking employment with the Department. ***Purpose:*** The purpose of this bank is to provide reference data as positions become vacant. ***Retention and Disposal Standards:*** Records are retained for two years, after which they are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002457 ***Bank Number:*** WED PPU 010

Committees, Councils, Task Forces and Working Groups
Description: This bank contains the terms of reference; work plans; agendas; briefs and analyses from individuals and groups; minutes; press releases; etc., of committees, councils, task forces, and working groups administered by the Department or in which the Department is a major participant. This bank also contains the names and addresses of participating groups and individuals. ***Class of Individuals:*** Individuals presenting briefs and other material at the meetings. ***Purpose:*** The purpose of this bank is to retain all the minutes of meetings for reference and historical purposes. ***Retention and Disposal Standards:*** Records are retained for five years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002460 ***Bank Number:*** WED PPU 025

Consulting and Professional Services Contracts
Description: This bank contains the contract proposals, contracts awarded, types of services rendered, length of contracts, money expended, and the actual contracts with supporting documentation. ***Class of Individuals:*** Individuals hired under consulting and professional services contracts by the Department. ***Purpose:*** The purpose of this bank is to provide accounting, reference, and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are destroyed. ***PAC Number:*** 86-001 ***TBS Registration:*** 002458 ***Bank Number:*** WED PPU 015

Industrial Development (IDA) Program Projects
Description: This bank contains project applications for funding assistance under the Industrial Development (IDA) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Industrial Development (IDA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002463 ***Bank Number:*** WED PPU 040

Industrial Regional Development (IRD) Program Projects
Description: This bank contains project applications for funding assistance under the Industrial Regional Development (IRD) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Industrial Regional Development (IRD) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002464 ***Bank Number:*** WED PPU 045

Mailing Lists
Description: This bank contains mailing lists with the names and addresses of individuals, firms, groups, etc. ***Class of Individuals:*** Individuals, firms, groups, government officials, etc. ***Purpose:*** The purpose of this bank is to maintain a standard list of individuals, groups, associations, and businesses for the purpose of mailing press releases, publications, and other documentation on departmental activities and programs. ***Retention and Disposal Standards:*** Records are updated continuously, as information changes. ***PAC Number:*** 86-001 ***TBS Registration:*** 002459 ***Bank Number:*** WED PPU 020

Proposals and Inquiries
Description: This bank contains proposals for funding assistance under a departmental program. The proposals may consist of very informal requests for information, a letter or a formal application requesting funding. It does not contain approved proposals. These are part of the specific funding projects (i.e., the APMA projects). The bank also contains inquiries into the status of proposals. ***Class of Individuals:*** Individuals, associations, and

groups requesting information and/or submitting proposals for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain in-progress proposals for funding assistance and requests for information. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for two years, after which they are destroyed. ***TBS Registration:*** 002461 ***Bank Number:*** WED PPU 030

Small Business Incentives (SBISA) Program Projects
Description: This bank contains project applications for funding assistance under the Small Business Incentives (SBISA) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Small Business Incentives (SBISA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002465 ***Bank Number:*** WED PPU 050

Western Diversification Program (WDP) Projects
Description: This bank contains project applications for funding assistance under the Western Diversification Program (WDP). These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Western Diversification Program (WDP), for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002466 ***Bank Number:*** WED PPU 055

Western Transportation Industrial Development (WTID) Program Projects
Description: This bank contains project applications for funding assistance under the Western Transportation Industrial Development (WTID) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Western Transportation Industrial Development (WTID) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002467 ***Bank Number:*** WED PPU 060

Winnipeg Core Area Program Projects
Description: This bank contains project applications for funding assistance under the Winnipeg Core Area Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. ***Class of Individuals:*** Individuals and groups submitting applications for funding assistance from the Department. ***Purpose:*** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Winnipeg Core Area Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. ***Retention and Disposal Standards:*** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. ***TBS Registration:*** 002468 ***Bank Number:*** WED PPU 065

Classes of Personal Information

In the course of conducting the programs and activities of the Department, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. This information is stored as part of the general subject files, where records are not normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, the related departmental activity, as well as the date at which the information was received by the Department and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period of time as the related subject information and disposed of according to the appropriate records schedules.

Manuals

- Evaluation and approval of projects
- Finance and Professional Services Manual
- Human Resources Policies and Procedures Manual

- Precedent Project Casebook
- Program Policy Manual
- Records Classification Manual
- WDP Operations Handbook – Project Assessment and Approval

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to a toll-free number which will direct your call to the nearest office 1-888-338-WEST (9378) or to:

Headquarters

Consultations, Marketing and Communications
Edmonton, Alberta

(403) 495-4304

Alberta Regional Offices

Consultations, Marketing and Communications
Edmonton, Alberta

(403) 495-4304

Consultations, Marketing and Communications
Calgary, Alberta

(403) 292-5458

British Columbia Regional Office

Consultations, Marketing and Communications
Vancouver, British Columbia

(604) 666-8569

Manitoba Regional Office

Consultations, Marketing and Communications
Winnipeg, Manitoba

(204) 983-4472

Ottawa Liaison Office

Consultations, Marketing and Communications
Ottawa, Ontario

(613) 952-9378

Saskatchewan Regional Offices

Consultations, Marketing and Communications
Saskatoon, Saskatchewan

(306) 975-4373

Consultations, Marketing and Communications
Regina, Saskatchewan

(306) 780-8080

Reading Room

The Library of the Department has been designated under the Access to Information Act as a public reading room. The address is:

Room 8285
Centennial Towers
8th Floor
200 Kent Street
Ottawa, Ontario.

Windsor Port Authority
Chapter 139

The Windsor Port Authority was established pursuant to the *Canada Marine Act* which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the *Access to Information Act* and the Schedule of the *Privacy Act*.

Yukon Surface Rights Board
Chapter 140

Note: The Yukon Surface Rights Board is subject to the Access to Information Act and Privacy Act.

Yukon Territory Water Board
Chapter 141

General Information

Background
The Yukon Territory Water Board was established by the Northern Inland Waters Act in 1970, which was replaced by the Yukon Waters Act in 1993.

Responsibilities
The responsibility of the Yukon Territory Water Board is to manage and protect the Yukon's surface and sub-surface water resources. Water Use Licences are issued for Type A and Type B projects. Type A projects have a greater potential for adverse environmental impacts. Project undertakings include quartz and placer mining hydropower generation, municipal use, agriculture, conservation, recreation and several miscellaneous projects such as culvert installation. Public hearings are mandatory for Type A applications and optional for Type B.

A licence issued by the Board generally contains terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. Type A licences require the approval of the Minister of Indian Affairs and Northern Development.

The Department of Indian Affairs and Northern Development enforces the terms and conditions of Water Use Licences.

Legislation
- Regulations approved by Governor in Council in 1993
- Yukon Waters Act

Organization
The Yukon Territory Water Board has a maximum of nine members, who are appointed by the Minister of Indian Affairs and Northern Development. The Government of Yukon and Yukon First Nations nominate up to three members each. The Board includes a Secretariat, consisting of six employees of the Department of Indian Affairs and Northern Development.

Information Holdings

Program Records

Licence Files
Description: Correspondence and other information on licences issued, such as documentation on monitoring programs and compliance with licence terms, in addition to that contained in the Water Use Register. ***Program Record Number:*** YTW YTW 015

Water Use Application File
Description: Application forms describing the project, proposed water use, correspondence between the Board and applicant. ***Program Record Number:*** YTW YTW 010

Water Use Register
Description: Official Water Use Register. ***Topics:*** Water Use Licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant; reasons for decisions, and terms and conditions of the issued licence. ***Program Record Number:*** YTW YTW 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board's programs and functions may be directed to:

Manager, Water Board Secretariat
Yukon Territory Water Board
106 – 419 Range Road
Whitehorse, Yukon
Y1A 3V1

Telephone: (867) 667-3980
Fax: (867) 668-3628

Reading Room
The Board's Register Room has been designated under the Access to Information Act as a public reading room. It is located at:

Suite 106 – 419 Range Road
Whitehorse, Yukon.